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Milpitas Public Library

Appendix ii
Detailed Space Requirements



RIPLEYSCOGGINLLP

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FUNCTIONAL ACTIVITY

The primary function of the Adult New Reader Collection & Seating is to house the literacy collections and, meeting and tutoring areas. This area may be staffed by volunteers from the community. The individuals who use the services of the literacy center will include those needing help with reading, writing or study skills or individuals for whom English is a second language. The Adult New Reader Collection, its design and location, should afford a great deal of privacy to those individuals who might not otherwise seek assistance. The area should be removed from the busier areas of the library since noise can hamper testing or learning for individuals with a learning disability.

SPATIAL RELATIONSHIPS

This Division has no specific adjacency requirements except that it should be located in a more remote, quieter area of the library.

DIVISION SPACE SUMMARY		Sq. Ft.
A.01 Adult New Reader Collection & Seating		45
A.02 Adult New Reader Study Room A		80
A.03 Adult New Reader Study Room B		80
TOTAL:		205



Functional Activity

This area will house the literacy collection and new reader books for patrons who require help in reading, writing or study skills or for individuals for whom English is a second language.

Relationships

The Adult New Reader Collection and Seating Area should be in a less trafficked area of the library. It should be in proximity of Staff Workrooms for ease of assistance. This collection should be located such that it is easily accessible, even to the general public.

ADJACENT:

Reference Desk
Adult Services Workroom

CLOSE:

Adult New Reader Study Room(s)

Flexibility

In case this area ever requires expansion, it should be adjacent to another collection and seating area.

Fenestration

Although natural light is highly desirable in this space, East and West facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive, slip and trip resistant, and as maintenance free as possible since they will get very heavy traffic. They should reduce sound transmission as much as possible. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric Wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Adult New Reader Collection and Seating Area must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles should be 42" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 42" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 42" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant



will not be available, then it is limited to 66" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

A moderate to high level of acoustical control is required to keep noise generated in this space from spreading throughout the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, instruction or presentation, or undisturbed browsing.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 35 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.



Security

The Adult New Reader Collection will be supervised by the Reference Desk or a Volunteer's Counter or Staff Workstations. The bookstack and seating area should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign that reads ("Adult New Reader Collection") which must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Adult New Reader Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. Signage requirements may include directional signs for major collection categories. A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "See Literacy Coordinator to Schedule an Appointment"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<u>Description of Shelving Units</u>			
42" Aisle SF 66"H Steel Shelving W/5 Shelves	3	15	45
3"W x 12"D unit w/end panels & canopy top and slotted shelves			
487 Adult New Reader			

Description of Furniture & Equipment Units



Functional Activity

This space will serve as a Adult New Reader Program study/ tutoring room. It may also serve as a small group meeting room, mini-classroom or training room, a quiet study room, a literacy staff conference or project room.

Occupancy

READER SEATS: 4

Relationships

This room should be located in a relatively remote area of the Library. It should be visible from the Volunteer's Counter or Reference Desk and adjacent to the Adult New Reader Collection.

ADJACENT:

Adult New Reader Collection
Volunteer's Counter or Reference Desk

CLOSE:

Adult Services Workroom

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Natural light and view windows are desirable.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive, slip and trip resistant, low maintenance, and reduce sound transmission as much as possible. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl w/ tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Study/Tutoring Room must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Unless other equivalent tutoring space is available, a minimum of 5%, but no less than one



table, counter or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in these rooms, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 35 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Study/Tutoring Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study/Tutoring Room must be easily supervised by staff at the Reference Desk or at the Volunteer's Counter in the Adult New Reader Collection. Sight lines to the room, which should have a glass wall and glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock



and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study/Tutoring Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Reader's 21"w x 21"d	4	0	0
Table, Readers 60"w x 36"d x 29"h (4 persons)	1	80	80
White Board 3' x 6' – erasable marker board	1	0	0



Functional Activity

This space will serve as a study/tutoring room for literacy/new reader program. It may also serve as a small group meeting room, mini-classroom or training room, a quiet study room, a literacy staff conference or project room, or a small multimedia viewing room.

Occupancy

TECHNOLOGY WORKSTATIONS: 4

Relationships

This room should be located in a relatively remote area of the Library. It should be visible from the Volunteer's Desk, the Adult New Reader Collection

ADJACENT:

Volunteer's Desk or Reference Desk
Adult New Reader Book Collection & Seating

CLOSE:

Adult Services Workroom

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Natural light and view windows are desirable. Any windows in the rooms should be located such that they do not allow direct light on the computer screens or create glares as these could be used for online instruction and multimedia presentation.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive, slip and trip resistant, low maintenance and reduce sound transmission as much as possible. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl w/ tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Study/Tutoring Room must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.



Unless other equivalent tutoring space is available, a minimum of 5%, but no less than one table, counter or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in these rooms, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 35 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio - Visual

The Study/Tutoring Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study/Tutoring Room must be easily supervised by staff at the Reference Desk or at the Volunteer's Counter in the Adult New Reader Collection. Sight lines to the room, which should have a glass wall and glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock



and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Study/Tutoring Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Technology Workstation 21"w x 21"d	4	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	4	0	0
Headphone, AV	2	0	0
Printer, Laser (B&W)	1	0	0
Table, Technology 30"w x 24"d (1 person) sit down w/power & data management	4	20	80
White Board 3' x 6' – erasable marker board	1	0	0



FUNCTIONAL ACTIVITY

The primary function of the Browsing Collection is for the display of new books, topical displays, and other portions of the popular library as appropriate, for example, the large type print collection. The New Book Display Area will provide an attractive display of recent library acquisitions in a comfortable setting.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Circulation Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books, and return to the Circulation Desk before leaving the library. For this reason, it is advantageous to have the New Book Display Area close to the Fiction Collection.

ADJACENT:

Media Library

CLOSE:

Children's Section
Circulation Services
Library Entrance

PROXIMITY:

Fiction Collection

DIVISION SPACE SUMMARY		Sq. Ft.
B.01 New Book Display		445
B.02 Large Type Print Collection		330
TOTAL:		775



Functional Activity

This area houses new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. Finding a book on a subject that interests them may also prompt them to check the library's catalog for other books on the subject, therefore it is important to have OPACs located within this space for reference. Overall, this area should have the appearance and feel of a marketing space and the shelving which houses the books should be attractive display units.

Occupancy

LOUNGE SEATS: 6

TECHNOLOGY WORKSTATIONS: 2 (stand-up OPAC stations)

Relationships

The New Book Display Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's Library and very close to the Media Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

ADJACENT:

Media Library

CLOSE:

Children's Section

Circulation Desk

Public Entrance & Lobby

PROXIMITY:

Fiction Collection & Seating

AWAY:

Non-Fiction Collection & Seating

Reference Collection & Seating

Flexibility

This area may need to be expanded in the future, but it would not be a large increase in space. Flexibility should be a goal.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive, slip and trip resistant, low maintenance and reduce sound transmission as much as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or

Fabric wall covering; Corner guards for columns and walls; Hanging track;

Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains



Access

The New Book Display Area will be accessible by means of a 42" aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be fairly noisy because of its heavy use and its proximity to the Circulation Desk and AV Collection and Seating Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the OPAC locations.

Provide one single data drop (jack) for every network enabled carrel or reader seat. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the



Circulation Desk to the New Book Display Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("New Books" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("New Books" or "Browsing Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "New Books Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 100 New Books (Face Out)	1	20	20
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 900 New Books	4	20	80
Description of Furniture & Equipment Units			
Book Display Bin 24"d x 42"w x 34"h w/2 bins	3	35	105
Chair, Lounge 36"w x 36"d	6	35	210
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	2	0	0
Technology Counter 30"w x 24"d stand-up - against stack-end/wall w/ power & data management	2	15	30
Waste Basket 13"w x 15"d x 15"h	1	0	0



Functional Activity

This space will house the Large Print Book Collection. The patrons may want to use the on-line catalog to check the library's holding while browsing in the collection. The O.P.A.Cs should be located in or near this collection.

Occupancy

LOUNGE SEATS: Lounge Seating in the new book display area will be well organized to provide quieter and designated spaces to the patrons using this collection.

Relationships

The Large Print Books should be easy to find and hence should be located in conjunction to the New Book Display Area highly visible but just off the main traffic path in the library. The shelving and location of the large print collection should reflect the physical challenges of the elderly and visually impaired, with shelving not too high or too low and located in a well-lighted area.

Flexibility

This area may need to be expanded in the future and re-oriented with specific needs for elderly patrons, but it would not be a large increase in space. Flexibility should be a goal.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive, slip and trip resistant, low maintenance and reduce sound transmission as much as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The Large Print Type Collection will be accessible by means of a 48" aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Wider 48" aisles should be maintained for main, stack and end aisles considering the flexibility for the elderly and visually impaired people. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor



space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The area around this collection will be fairly noisy because of its heavy use and its proximity to the Circulation Desk and AV Collection and Seating Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the OPAC locations.

Provide one single data drop (jack) for every network enabled carrel or reader seat. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk may not be obstructed as elderly patrons may need assistance.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign ("Large Type Print") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Large Type Print") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.



Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
48" Aisle DF 66"H Steel Shelving W/6 Shelves	15	22	330
3"W x 24"D unit w/end panels & canopy top			
2125 Large Type			

Description of Furniture & Equipment Units



FUNCTIONAL ACTIVITY

The primary function of the Children's Section is to provide library materials and programs for children up to 12 years of age. This area must be exciting and interesting to young children. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities. The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library. The Children's Library is not just a scaled down adult library, nor is it desirable to have children view it as a romper room. The Children's Library should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

SPATIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the Children's Section. The entrance to the Children's Section should be aligned with the Circulation Desk, if possible, so that patrons can be easily directed to this section. This relationship will facilitate the circulation of children's books. The Children's Section should be close to Browsing and the Media Library as well. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Section.

ADJACENT:

Circulation Services
Library Entrance

CLOSE:

Media Library
Browsing Collection

AWAY:

Non-Fiction Collection
Reference Services
Young Adult Services

DIVISION SPACE SUMMARY	Sq. Ft.
C.01 Children's AV Collection & Seating	1,095
C.02 Easy Reading & Picture Book Collection	2,810
C.03 Children's Collection & Seating	3,586
C.04 Children's International Languages Collection	575
C.05 Children's Reference Desk	250
C.06 Children's Reference Collection & Seating	536
C.07 Children's O.P.A.C/Computer Cluster	875
C.08 Parent's Corner	377
C.09 Activity Room	1,200
C.10 Children's Program Librarian's Office	125
C.11 Children's Librarians' Workroom	950
C.12 Family Restrooms	300
TOTAL:	12,679



Functional Activity

This space will house the audio-visual collections for children and juveniles. Portions of the collections may be displayed face-out in an attractive manner and should be highlighted to attract children and parents. Media may be checked-out for use at home or may be used in the library at viewing and listening stations.

Occupancy

TECHNOLOGY WORKSTATIONS: 1 (Stand-up OPAC station)

Relationships

The Children's AV Collection should be adjacent to the Children's Reference Desk so that it can be supervised by staff. It should not be immediately visible upon entering the Children's Section as it is heavily used by patrons.

ADJACENT:

Children's Reference Desk

PROXIMITY:

Children's (OPAC) / Computer Cluster

Flexibility

This area may need to be expanded, or a different function placed here. Flexibility should be a goal and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant, slip and trip resistant, low maintenance and must reduce sound transmission as far as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable panels for sound absorption and display;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Children's AV Collection and Seating Area must be accessible by means of a 48" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor



space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this may be a very noisy area, an effort should be made to keep the noise generated in this space from spreading throughout the Children's Section. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire AV display stack face, with 3-to-1 preferred. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials.

The light in this space must be warm and help reduce the scale of the space; but most importantly it must attract children and their parents to the AV displays. Consider use of neon for signage or generally to make the space interesting to children. Provide high quality, non-glare light for viewing TV and computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for a side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Children's Reference Desk. Sight lines from the Children's Reference Desk to the Children's AV Collection and Seating Area should not be obstructed.



Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Section Entrance, Children's OPAC/Computer Cluster Area, and Children's Reference Desk. This directional sign ("Children's AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Any permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," and "Media Kits." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
48" Aisle 66"H SF W/4 Shelves - 2 Tier Browser Bin / Shelf 3'W x 9"H X 15 1/8"D -150 Units/Box, CDs, Cassettes, CD-Roms 2315 Children's Audio Cassettes + CD	7	16	112
48" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 1000 Juvenile Talking Books (Cassettes + CDs)	5	22	110
48" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 400 Children's Talking Books	2	22	44
48" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 6600 Children's Video Cassettes And DVDs	32	22	704
48" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 1000 Children's CD Roms	5	22	110

Description of Furniture & Equipment Units

Technology Counter 30"w x 24"d stand-up - against stack-end/wall w/ power & data management	1	15	15
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Functional Activity

This area of the Children's Section houses the print collections for young children. The collections consist primarily of picture books and easy readers. There will also be space for seating for children and their parents. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels. A set aside bay or rest area with adequate noise control should be provided to have designated area to settle a crying child.

Occupancy

READER SEATS: 8

TECHNOLOGY WORKSTATIONS: 1 (Sit-down station)

CHILDREN'S LOUNGE: 2 SPECIAL SEATS: COZY BOOK AREA

Relationships

This Collection needs to be close to the Children's Section Entrance and adjacent to the Children's Reference Desk so that staff can supervise the area and assist young children.

ADJACENT:

Children's Reference Desk

CLOSE:

Children's Section Entrance (Interior)

PROXIMITY:

Children's OPAC/Computer Cluster
Family Rest Rooms

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be colorful and playful and should be designed around a theme that is appealing to young children. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant, slip and trip resistant, low maintenance and should reduce sound transmission as much as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable panels for sound absorption; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Children's Collection and Seating Area must be accessible by means of a 48" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then



turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 48" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 48" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 48" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.

If no other equal seating is available, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This may be a very noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 35 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.



To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Children's Reference Desk and possibly the Circulation Desk. Sight lines from the Children's Reference Desk to the Easy Reading Picture Book Collection should not be obstructed. This area should be located away from the any exit for security.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Section Entrance, Children's OPAC/Computer Cluster, Children's Reference Desk and Children's Reference Area.

This directional sign that reads as ("Children's Easy Reading Picture Book Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Any permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Picture Books," "Easy Readers," and "Award Winners." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
48" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 901 Toddler Books	3	22	66
48" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 450 Children's Picture Book Display Shelves	7	22	154
48" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 19550 Children's Picture Books	55	22	1,210
48" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 200 Children's Easy Readers Display (Non-Fiction)	3	22	66
48" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 5871 Children's Easy Reader's Non-Fiction	17	22	374



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
3"W x 24"D unit w/end panels & canopy top			
7200 Children's Easy Reader's Fiction			
48" Aisle DF 58"H Bookstore Display Shelving	5	32	160
3"W x 36"D w/10 angled shelves			
500 Children's New Books			

Description of Furniture & Equipment Units

Chair, Child's	8	0	0
14"w x 13"d x 10-16"h			
Chair, Juvenile Lounge	2	25	50
24"w x 24"d			
Chair, Technology Workstation	1	0	0
21"w x 21"d			
Computer, Public Desktop	1	0	0
CPU, w/ monitor, keyboard & mouse			
Cozy Book Area	1	100	100
10'x10' Floor Plan			
Rest Area	1	20	20
Set-aside bay for children			
Table, Children's	2	75	150
42" diameter x 21-26"h (4 Person)			
Table, Technology	1	20	20
30"w x 24"d (1 person) sit down w/power & data management			



Functional Activity

This area of the Children's Section houses the print collections for older children between the ages of 7-14 years. The collections consist of fiction books, Newbery Award books, story books, magazines, and non-fiction books. There is seating for older children to read and study. The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, they may locate the materials in the stacks by themselves.

Occupancy

READER SEATS: 20

CHILDREN'S TECHNOLOGY WORKSTATIONS: 2 (Stand-up Counters)

JUVENILE LOUNGE : 6 + 2 (Love Seat)

Relationships

The Children's Collection and Seating Area should be close to the OPACs and Internet workstations since children of this age will be able to use them unassisted. The space should be in the proximity of the Children's Reference Desk, but collection size and organization of the space may require it to be somewhat removed.

CLOSE:

Children's (OPAC)/Computer Cluster

PROXIMITY:

Children's Reference Desk

Children's Reference Collection & Seating

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

This space should be designed to appeal to older children who are too old for the Picture Book Section, but not quite yet ready for the Young Adult Collection. The floor finishes must be stain resistant, dirt repellant, durable, child-resistant, low maintenance and should reduce sound transmission as far as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption;
Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Children's Collection and Seating Area must be accessible by means of a 48" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at



reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 48" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 48" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 48" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor. 48" wide aisles should be maintained in the children's section to ensure adequate space for wheelchairs and strollers.

If no other equal seating is available, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This may be a noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 35 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data



drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Children's Reference Desk. Sight lines from the Children's Reference Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Section Entrance, Children's OPAC/Computer Cluster, Children's Reference Desk and Children's Reference Area. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Children's Biography," "Children's Non-Fiction," and "Children's Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
48" Aisle DF 66"H Steel Shelving W/12 Shelves	12	22	264
3'W x 24"D w/ end panels & canopy top			
6600 Juvenile Paperbacks			
48" Aisle DF 66"H Steel Shelving W/ 10 Shelves	2	22	44
3'W x 24"D unit w/end panels & canopy top			
360 Juvenile Fiction Display Shelves			
48" Aisle DF 66"H Steel Shelving W/ 10 Shelves	26	22	572
3'W x 24"D unit w/end panels & canopy top			
9240 Juvenile Fiction			
48" Aisle DF 66"H Steel Shelving W/ 8 Shelves	5	22	110
3'W x 24"D unit w/end panels & canopy top			
960 Juvenile Non-Fiction Display			
48" Aisle DF 66"H Steel Shelving W/ 8 Shelves	78	22	1,716
3'W x 24"D unit w/end panels & canopy top			
29700 Juvenile Non-Fiction			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
48"H x 20.5"W x 9" D attached to stack end or wall 36 Children's Current Magazines			
Fishcamp Single Module	2	10	20
48"H x 20.5"W x 9" D attached to stack end or wall 60 Children's Back Issue Magazines			

Description of Furniture & Equipment Units

Book Display Bin 24"d x 42"w x 34"h w/2 bins & bulletin board	2	35	70
Chair Juvenile (For Chess Tables) 16"w x 16"d x 16-18"h	2	0	0
Chair, Adults (for Chess Tables) 21"d x 21"w	2	0	0
Chair, Juvenile Lounge 24"w x 24"d	6	25	150
Chair, Love Seat leather 38.5"W x 22"D x 21.75"H (2 persons)	1	45	45
Chair, Reader's 21"w x 21"d	20	0	0
Chess/Checkers Table, Adult 25"W x 25"D, 29"h w/2" squares	1	40	40
Chess/Checkers Table, Juvenile 25"W x 25"D, 26"h w/ 2" squares	1	40	40
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	2	0	0
Recycling Bin	1	15	15
Table, Readers 60"w x 36"d x 29"h (4 persons)	4	80	320
Table, Reader's 30"W x 24"d x 29"h (1person)	4	30	120
Technology Counter 30"w x 24"d stand-up - against stack-end/wall w/ power & data management	2	15	30



Functional Activity

This area of the Children's Section houses the print collections in international languages. The collection will consist of books, periodicals and audio-visual materials like videos, DVDs and language learning CDs for patrons. There is a small seating area associated with this collection.

Occupancy

JUVENILE READER'S SEATS: 4
SPECIAL SEATS: 2 (Love Seat)

Relationships

The Children's International Languages Collection and Seating area should be close to the Children's OPAC and Computer Cluster since this collection comprises of books and audio-visual materials. The space should be in the proximity of the Children's Reference Desk to enable assistance to the patrons. This space should be appropriately organized with other collections so that it can be easily located and accessed on entering the Children's Section

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural Light is desirable in this space, east west facing walls should be avoided if possible. Exterior windows may require roller shades or other light controlling devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

This space should be designed to appeal to older children who are older for the Picture Book Collection but not quite ready for the Young Adult Collection. The floor finishes must be stain resistant, dirt repellant, durable, child resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING :

Acoustical Tile

WALLS:

Vinyl or fabric with tackable acoustical panels for sound absorption
Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (no carpet pad permitted)

Access

The Children's International Languages Collection and Seating Area must be accessible by means of 48" minimum aisle. The accessible aisle requirement is increased in increments of 11/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces should be 60" x 60" must be located at any obstruction and at reasonable intervals not exceeding 200'

Aisles in the stack areas must comply with accessibility requirements. Side aisles, which run parallel to the stack sections can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 48" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be 48" wide. End aisles which serve a single faced section of the stacks and run perpendicular to side aisles, must be minimum of 48" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.



If no other equal seating is available, a minimum of 5% but not less than one, of all fixed or built-in seating tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This may be a noisy area. Adequate sound control must be provided through the use of acoustical ceiling, floor, and wall treatment, and location of the stacks.

HVAC

Temperature should be maintained between 68 degrees and 76 degrees with a relative humidity of 40-60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 35 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Children's Reference Desk. Sight lines from the Children's Reference Desk to this area should not be obstructed.



Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Section Entrance, Children's OPAC/Computer Cluster, Children's Reference Desk and Children's Reference Area. This directional sign ("Children's International Languages Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Children's International Languages Magazines," "Children's International Languages Books," and "Children's International Languages Videos." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
48" Aisle DF 66"H Steel Shelving W/ 10 Shelves	13	22	286
3'W x 24"D unit w/end panels & canopy top			
7612 Juvenile International Languages			
48" Aisle DF 66"H Steel Shelving W/ 10 Shelves	3	22	66
3'W x 24"D unit w/end panels & canopy top			
576 Juvenile International Language Display			
48" Aisle DF 66"H Steel Shelving W/ 10 Shelves	3	22	66
3'W x 24"D unit w/end panels & canopy top			
500 Juvenile's International Language Videos			
48" Aisle DF 66"H Magazine Display Shelving W/ 6 Shelves	1	22	22
3'W x 12"D unit w/ flip up sloping shelf & shelf underneath			
10 Juvenile International Lang Curr. Magazines			
Fishcamp Single Module	1	10	10
48"H x 20.5"W x 9" D attached to stack end or wall			
24 Juvenile International Lang Magazine BKFiles			

Description of Furniture & Equipment Units

Chair, Juvenile	4	0	0
16"w x 16"d x 16-18"h			
Chair, Love Seat	1	45	45
leather 38.5"W x 22"D x 21.75"H (2 persons)			
Table, Juvenile	1	80	80
60"w x 30"d x 27"h (4 Person)			



Functional Activity

The Children's Reference Desk is the primary staff service point for the Children's Section. The staff will provide assistance to meet the information, reference, audio-visual and program needs of children and their parents. Books and library materials will not be checked-out here, but at the Circulation Desk. This is an information desk for children to ask questions and request assistance.

The Children's Reference Desk and the general area should be designed in a scale appropriate for children. The front of the desk should be low enough for small children to see over it. A lower ceiling over the desk can help define the space and introduce the desired scale for children. The front of the desk, soffits, and walls near the desk should contain colorful graphic designs which appeal to children.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 4

Relationships

The Children's Reference Desk must be visible from the entrance of the Children's Section. The location of this desk is critical since staff at this desk supervise the entire Children's Section. As the hub of the Children's Section, the desk must be close to the Reference, Juvenile, and Easy Reading/Picture Book Collections as well as the Story Telling Room and Children's Workroom. The Family Rest Rooms are also supervised from the Children's Reference Desk.

ADJACENT:

- Children's Section Entrance (Interior)
- Children's (OPAC)/Computer Cluster
- Children's Reference Collection & Seating
- Children's Librarians' Workroom

CLOSE:

- Children's AV Collection & Seating
- Easy Reading & Picture Book Collection & Seating
- Parent's Corner

PROXIMITY:

- Activity Room
- Family Rest Rooms
- Children's Collection & Seating

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced in sections when needed. Any wall or casework surfaces should be mark resistant and easily cleaned. Finishes must be friendly and warm with colorful laminates preferred to stone or tile. All work counters should be attractive, with non-glare producing surfaces and rounded corners and edges to reduce the possibility of injury to children. Walls and columns require corner guards.



CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile

COUNTERS:

Plastic laminate

Access

The Children's Reference Desk will be accessible by means of a 48" minimum aisle. The public service desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area will be a fairly noisy and active area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to help librarians hear and respond to their patrons at the desk.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Provide a minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting on the worksurface (75 fc preferred). The Children's Desk should be highlighted to attract children and parents to this service point. Lights in this area must not create a heat buildup. Light controls for the Children's Library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The Children's Reference Desk is the central surveillance point for all parts of the Children's Section. As much of the Children's Section as possible should be visible to staff at this location. The staff should be able to control entry into the Family Rest Room electronically from this location.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Children's Section Entrance. This directional sign ("Children's Reference Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Additional requirements include changeable and permanent information signs such as "Ask Me" or "Sign Up Here for Book Club" for the front of the desk.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck 36"w x 24"d	2	10	20
Cabinets, Below Counter 1 linear foot x 24"d	4	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	3	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	3	0	0
Queuing Space (Per Person)	10	5	50
Waste Basket 13"w x 15"d x 15"h	2	0	0
Workstation, Children's Counter 4'w x 30"d - against wall	1	30	30
Workstation, Children's Desk 4'w x 30"d w/ 7' behind desk & 3.5' in front	3	50	150



Functional Activity

The Children's Reference Collection consists of encyclopedias, dictionaries, indexes, atlases and other materials used to assist the children's staff in answering questions that children and parents may have. Seating is provided for patrons to use while consulting print reference materials or using technology workstations which provide access to the library's on-line catalog, electronic resources, and the Internet.

Occupancy

CHILDREN'S READER SEATS: 10

Relationships

The Children's Reference Collection and Seating Area must be adjacent to the Children's Reference Desk, for quick staff access. It should be close to the Children's OPACs/Computer Cluster and Children's Workroom.

ADJACENT:

Children's Reference Desk

CLOSE:

Children's (OPAC)/Computer Cluster
Children's Librarians' Workroom

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Section that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted);
Tile or vinyl around any water fountains

Access

The Children's Reference Collection and Seating Area must be accessible by means of a 48" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.

If no other equal seating is available, a minimum of 5%, but no less than one, of all fixed or



built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a moderately noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 35 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Children's Reference Desk. Sight lines from the Children's Reference Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted area directional and identification sign which can be



seen from the Children's Section Entrance, Children's Collection and Seating Area, Children's OPAC/Computer Cluster Area, and Children's Reference Desk. This directional sign ("Children's Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Reference Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Encyclopedias" or "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
48" Aisle DF 66"H Steel Shelving W/ 8 Shelves	8	22	176
3"W x 24"D unit w/end panels & canopy top			
1500 Children's Reference Books + Textbooks			
<u>Description of Furniture & Equipment Units</u>			
Atlas Case, Child's	1	28	28
32"w x 21"d x 34"h w/ 4 shelves			
Chair, Reader's	10	0	0
21"w x 21"d			
Copier, B&W Freestanding	1	50	50
Floor unit w/ collator & enlarger 60"w x 30"d x 40"h			
Dictionary Stand, Child's	1	12	12
24"w x 14"d x 35"h w/ 2 shelves			
Self Check-Out Machine	2	0	0
25"w x 29"d x 27"h - counter top unit			
Self Check-out Machine Stand	2	25	50
42"w x 29"d x 30"h			
Table, Readers	2	80	160
60"w x 36"d x 29"h (4 persons)			
Table, Reader's	2	30	60
30"W x 24"d x 29"h (1person)			



Functional Activity

The Children's On-line Public Access Catalog (OPAC)/Computer Cluster will provide children and their parents with access to the library's collections through the on-line catalog. They will be able to access the on-line catalog, databases, other electronic information sources, and the Internet from these stations. In order to encourage quick use of these OPACs, some of the stations can be stand-up only. Carrels or counters must be large enough to accommodate printers as well as backpacks, jackets, and other personal belongings.

Occupancy

ADULT CHAIRS: 6

CHILDREN'S TECHNOLOGY WORKSTATIONS: 24

Relationships

The OPAC cluster should be located in proximity with Children's Section entrance such that it is visible to children and their parents as soon as they enter the Children's Section. It should be adjacent to the Children's Reference Desk, so that the staff can assist children using the on-line catalog. It should be positioned equally distant from the Easy Reading & Picture Book and Children's Collection so patrons can easily locate items they have found in the catalog in either collection.

ADJACENT:

Children's Reference Desk
Children's Section Entrance (Interior)
Children's Reference Collection & Seating

CLOSE:

Children's AV Collection & Seating
Children's Easy Reading Picture Book Collection & Seating
Children's Collection & Seating

PROXIMITY:

Family Rest Rooms

Flexibility

It is likely that this area will need to be expanded in the future, or at a minimum, more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

This area will get heavy use. The floor finishes must be stain repellant, dirt resistant, durable, and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric wall covering with tackable acoustical panels for sound absorption

FLOOR:

Anti-static carpet tile

Access

The Children's OPAC Area will be accessible by means of a 48" minimum aisle. The



accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a relatively noisy area since many people will be walking by from the Children's Section Entrance into the Children's Section and others will be talking with one another while using the OPACs. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

Illumination

Provide a minimum of 35 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for future growth.

Security

This area will be supervised by staff at the Children's Reference Desk. Children using the OPACs must be highly visible from the desk so that they can be given assistance if necessary.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the library's entrance and/or lobby. This directional sign ("Children's Catalog") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the collections in the Children's Library should be visible to patrons from the Children's OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "No Printing Available") and donor recognition plaques.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Adult's 21"w x 21"d, 29"h	6	10	60
Chair, Technology Workstation 21"w x 21"d	24	0	0
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	4	0	0
Computer, Public Desktop CPU, w/ monitor, keyboard & mouse	20	0	0
O.P.A.C / Computer Cluster Furniture (6 Person) a full hex w/ power and data management	4	200	800
Printer, Laser (B&W)	24	0	0
Recycling Bin	1	15	15



Functional Activity

This space will house a collection of books for parents and teachers. This print collection will provide information on parenting and educating children. Adults will be the primary users of this collection, although some students may occasionally access these books.

Occupancy

LOUNGE SEATS: 6

TECHNOLOGY WORKSTATIONS: 1 (stand-up OPAC Counter)

Relationships

This space should be relatively close to the Children's Reference Desk that staff may assist parents and teachers with the collection.

CLOSE:

Children's Reference Desk

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's Library that may cause glare.

Finishes

This space should be designed to appeal to adults since parents and teachers will primarily use the collection.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or Fabric with tackable acoustical panels for sound absorption

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted)

Access

The Parent's Corner must be accessible by means of a 48" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.

If no other equal seating is available, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic



equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This should be a relatively quiet area in the Children's Section and as such it should be cloistered from the hustle and bustle of the other spaces here. If adults are to use this area for any length of time, there will need to be a way to dampen the external noise entering this space. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 35 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Children's Reference Desk. Sight lines from the Children's Reference Desk to this area should not be obstructed. If a separate room is created, it should include at least one glass wall so that the occupants can be seen from the desk.

Signage

Required signage includes a well-lighted area directional and identification sign, which can



be seen from the Children's Desk, Children's Entrance, Children's OPAC Area, and Children's Reference Area. This directional sign ("Parent's Corner") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Parent's Corner") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
48" Aisle SF 66"H Steel Shelving W/5 Shelves	1	14	14
3"W x 12"D unit w/ end panels & canopy top			
60 Parent/Teacher Books Display Shelves			
48" Aisle SF 66"H Steel Shelving W/5 Shelves	7	14	98
3"W x 12"D unit w/ end panels & canopy top			
740 Parent/Teacher Books			
Fishcamp Single Module	1	10	10
48"H x 20.5"W x 9" D attached to stack end or wall			
10 Parents/Teachers Mag Curr. Display			
Fishcamp Single Module	1	10	10
48"H x 20.5"W x 9" D attached to stack end or wall			
20 Parents/ Teachers Mag BkFiles			
Description of Furniture & Equipment Units			
Chair, Lounge	6	35	210
36"w x 36"d			
Computer, OPAC Desktop	1	0	0
CPU, w/ monitor, keyboard & mouse			
Table, End	2	10	20
30"w x 30"d x 20"h			
Technology Counter	1	15	15
30"w x 24"d stand-up - against stack-end/wall w/ power & data management			



Functional Activity

Children's Activity Area is a multiuse, multifunctional area that will provide space for many activities and programs including story hour presentations, puppet shows, audio-visual programming and arts and crafts activities. Generally children will sit in a semi-circle with library staff making a presentation, or a projection screen or TV monitor will be the focus of their attention.

At other times, after 3.00 PM and/or according to a convenient day and week schedule determined by the library, this space will serve children of all ages from elementary school to high school for homework projects and arts and crafts session. Group Study tables can be set and wired technology tables shall be provided with stations dedicated to educational software and homework website such as electric library.

Tables shall be large enough to spread out poster paper or drawing maps etc. Volunteer members can be available to assist students in the afternoons, sundays and evenings. A wall space will be dedicated to "Great Work" to showcase papers, reports of projects and other student work.

Occupancy

READER'S SEAT: 25

CHILD'S SEAT: 25

Relationships

The Activity Room should be adjacent to the Children's Librarians' Workroom and within sight lines of the Children's Reference Desk. The Activity Room shall be conveniently located near the storage space as it will be used for multiple functions and should allow convenient traffic to obtain tables, chairs and other materials as and when required.

ADJACENT:

Storage (Multipurpose + Activity)
Kitchenette

CLOSE:

Children's Section Entrance (Interior)
Homework Center

PROXIMITY:

Children's OPAC/Computer Cluster
Family Rest Rooms

Flexibility

The area should be flexible to provide wide range of possibilities to organize furniture and equipment as required for varied uses. The space may be built up steps, upon which children can sit, as long as the area can still accommodate tables set-up for arts and crafts or homework sessions. The space may be enclosed but a window view of the interior of the room should be provided to enable remote supervision. It should be adequately separated from the rest of the Children's Library for program times.

Fenestration

Natural Light may not be required but is desirable. Provisions to completely blacken out the room, with blackout shades on exterior windows should be possible to ensure high quality multimedia presentations.

Finishes

This space presents an opportunity for the architect and the interior designer to provide a special atmosphere for children. Since it will be the focus of many group activities and will be used mostly by the children in the community, it should create a positive, fun-filled and lasting impression. The floor finishes must be stain-resistant, dirt repellent, durable, colorful, and maintenance free as possible. Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and



laminates preferred to stone or tile. To reduce the possibility of injuries to children, there should be no sharp corners or edges.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption and display;

Vinyl or

carpet cove base

FLOOR:

Anti-static carpet tile or vinyl tile; vinyl tile at sink and craft area.

Access

The Activity Room will be accessible by means of a 48" minimum aisle and 48" wide door with a minimum clearance of 44". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height. Accessible seating locations, with an equal view and a companion location, must be available and the use of a stepped seating cannot preclude universal access.

The sink faucet must be the lever type, electronically activated, or approved self-closing valves with a minimum of 10-second flow. Faucets must be operable with single hand and not require any twisting of the wrist, pinching or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g. cleaning up craft projects), then an accessible wheelchair space must be provided under the sink including a minimum of 30" x 48" of clear space in front of the sink.

Portable assistive technology should be provided as the room will not have fixed seating. Electrical outlets must be provided to support the portable assistive learning technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet the requirements outlined in the signage detail. Signage will also be provided to notify the patrons of availability of a listening system.

Acoustics

This will be a noisy area, especially during programs and other group activities and must be buffered from the rest of the library to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. A white noise or sound masking system may be required to provide an appropriate environment for programs or presentations.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in Activity Room.

Illumination

Light Levels of 50 foot candles at table tops are preferred, but at least 35 to 40 foot candles must be maintained. Wall washers around the perimeter of the room can also be used to highlight artwork displayed on walls. A spot lighting system will allow flexible highlighting of the stage/story teller's position.

All lighting must be controlled at any puppet stage/story teller's position. The program area lights may be controlled with regular toggle switches, but there should also be some lighting



which is dimmable so that the lamps may be dimmed during programs which may require darkness. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power, mounted at 15" above the finished floor, located at a minimum on the two side walls of the stage towards the front, to accommodate presentation positions from either side; and one standard quad communications outlet (two voice and two data) co-located with associated power at the primary control booth. The mounting location of this outlet should be 6" above the counter at the control area. If the audio-visual equipment (video projection) control equipment is located in a rack on a different wall, one additional standard quad communications outlet (two voice and two data) will be required, mounted at 15" above the finished floor, next to the equipment rack.

Audio - Visual

Presentation of videotape or DVD material in the Activity Room may be accomplished using installed or portable televisions. For projection of computer images (e.g., PowerPoint), portable or installed projection equipment is required.

Projection is recommended over monitors in rooms seating more than 12 people. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room. For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Activity Room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the room.

If the room will be used to videotape events and presentations, or where it will be used for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects.

Control panels enabling operation of audio-visual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens.

Security

Scheduled programs and activities in this area can be supervised by the Children's



Librarians and/or Volunteer groups conducting these program. When not used for specific function, this area may be supervised by the staff at the Children's Reference Desk. It may be locked when it is not in use.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Section entrance and Children's Reference Desk. This directional sign ("Activity Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

A Permanent room identification sign ("Activity Room") wall-mounted on the latch side of the doors at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
CD/Cassette Tape Player 17"w x 10"d x 7"h	1	0	0
Chair, Reader's 21"w x 21"d	50	22	1,100
DVD Player 17"w x 13"d x 5"h	1	0	0
Electronic Smart Board white board computer and touch controlled	1	0	0
Flip Chart With Stand 28"w x 24"d x 70"h	1	30	30
Microphone, Lavalier Wired	1	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Recycling Bin	1	15	15
Sink 36"w x 24"d - In counter	1	18	18
Speaker, Portable W/ Microphone Portable public address system	1	0	0
TV/VCR Player Combination unit - 15"w x 15"d x 16"h	1	30	30
Uninterruptible Power Supply (UPS), Multiple Devices Floor mount - 12"w x 24"d x 72"h	1	7	7
Waste Basket 13"w x 15"d x 15"h	1	0	0



Functional Activity

The Children's Program Librarian will plan and administer children's programs and activities. This office will provide a private space where staff reviews can be conducted and where the public can come to discuss confidential issues regarding their concerns for the Children's Library and/or other issues.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

All of the children's support staff should be easily supervised from this office which requires sight lines to the Children's Desk. The office should be accessible from the Children's Desk if problems arise with patrons and should be accessible office without going behind the Children's Desk or into any of the back of house spaces.

ADJACENT:

Children's Librarian's Workroom
Children's Section

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Children's Librarian's Workroom and other back of the house areas to expand into this space if required in the future.

Fenestration

Interior windows, which allow supervision of the Children's Desk and Children's Librarians' Workroom, are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

As an important part of the staff and public impression about the Children's Library and Program Activities of the Library, the Children's Program Manager must reflect a professional atmosphere but vibrant colors and finishes that appeal to children as well as reflect the image of the Children's Section. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal office use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; White board;
Tackable surfaces

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Children's Program Librarian's Office will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This office requires a high level of acoustical isolation for staff supervision and private conversations. A slab-to-slab full height partition is required to achieve speech privacy.



Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall. To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff office requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Children's Program Librarian's Office") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Chair, Visitor's	2	15	30
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	1	0	0
Desk, Professional 66"w x 30"d	1	60	60
File Cabinet, Lateral (Five Drawer) 36"w x 18"d x 64"h	1	20	20
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	1	15	15



Functional Activity

The Workroom will provide workstations for the children's staff and multi-purpose work space for preparation of posters, children's craft sessions, making puppets, etc. The ideal layout for this workroom is to provide a counter for workstations around the perimeter of the workroom, preferably with sight lines into the library through one-way glass system to preserve privacy of the office space while enabling supervision. A shared worktable or counter will provide additional work space and storage.

Occupancy

STAFF WORKROOM WORKSTATIONS: 6

VOLUNTEER COUNTERS: 3

Relationships

The Children's Librarians' Workroom should be located in proximity to Activity room. Staff in the workroom will supervise the children's activities and prepare program materials. The Children's Librarians' Workroom should be close to the Children's Reference Desk, but somewhat removed from the noisy atmosphere of the Children's Section. Staff should be able to supervise children throughout the Children's Section from the workroom.

ADJACENT:

Children's Program Librarian's Office

CLOSE:

Children's Reference Desk

Children's Reference Collection & Seating

PROXIMITY:

Activity Room

Homework Center

Flexibility

Children's Librarians' Workrooms are sometimes remodeled and expanded. Sufficient flexibility should be provided to allow for remodeling or expansion if it does become necessary in the future. This would include, for example, installation of floor covering under any built-in cabinetry or casework.

Fenestration

Interior windows which allow supervision of the Children's Reference Desk and other areas of the Children's Section, are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean, slip and trip resistant and low maintenance since there will be occasional spills of children's craft preparation materials. The finishes in the workroom should be comfortable but durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base



Access

The Children's Workroom must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets.

If use of the sink is essential to an employee's job, e.g., cleaning up after crafts projects, then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space is next to a noisy service area, standard acoustical dampening strategies must be utilized. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes; doors, window mullions and thickness of glass; wall thickness and air space; and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 35 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.



Security

Staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Staff in the Children's Workroom should be able to see the Children's Reference Desk and as much of the Children's Section as possible. An emergency buzzer and/or intercom system between the workroom and the desk is required to alert staff to potential problems or need for additional staff assistance.

Signage

Required signage includes a permanent room identification sign ("Children's Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	6	10	60
Cabinet, AV Equipment 36"w x 26"d x 60"h, lockable	1	15	15
Cabinets, Below Counter 1 linear foot x 24"d	3	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	8	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	8	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	2	20	40
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
Flat File 54"w x 42"d x 36"h -10 drawers for posters, maps, paper	1	40	40
Paper Towel Dispenser Wall-mounted	1	0	0
Printer, Laser (Color)	1	0	0
Recycling Bin	1	15	15
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	16	12	192
Sink 36"w x 24"d - In counter	1	18	18
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
White Board 3' x 6' – erasable marker board	1	0	0
Workstation, Children's Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	6	75	450
Workstation, Volunteer's Counter 6'w x 30"d - against wall	3	40	120



Functional Activity

This space is a public rest room for children. It will be sized to meet the local building code and ADA requirements. The interior of the Rest Room should be scaled appropriately, and be bright and colorful.

Relationships

The Family Rest Room should be convenient from the entrance to the Children's Section, but not too close to the entrance to the main library to discourage use of this rest room by adults. The Juvenile Rest Room is exclusively for children and for parents accompanying children. It should be easily accessible from the Easy Reading and Picture Book Collection and Seating and the Activity Room

ADJACENT:

Activity Room

CLOSE:

All Other Spaces in the Children's Section

PROXIMITY:

Children's Section Entrance
Homework Center

Flexibility

Rather than expand the existing rest room, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows.

Finishes

This area must be as vandal resistant as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark-resistant and easy to clean. Some fixtures should be sized for children.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate children's rest rooms are provided for children of each gender, then accessible facilities must also be provided for each gender. If unisex facilities are provided, then at least one accessible unisex facility will be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 48" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44"



wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one side wall and 42" from the centerline to the opposite wall.

Specific fixture heights will be adjusted to meet the requirements of children. Some of these may vary from local codes and require a written finding. The top of the toilet seat should be 15" above finished floor. The toilet paper dispenser should be located a minimum of 19" high, within 6" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 29" with a knee clearance of 24" provided. Paper towel dispensers and automatic hand dryers which meet forward and side reach requirements will be provided. The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the rest room the appearance of being clean and safe.

Security

This area will be supervised by staff at the Children's Reference Desk. The entry door(s) to the Rest Room should be in the line of sight of staff at the desk. Entry will be controlled by remote electronic switch at the Children's Reference Desk.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle 1/4" thick with edges 12" long pointing upward), Women's (12" diameter circle 1/4" thick), or Unisex facilities (12" diameter circle with 1/4" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Children", "Boys", or "Girls") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Cabinets, Below Counter (Lockable)	2	0	0
1 linear foot x 24"d			
Commode	4	0	0
Rest room			
Family Restrooms	2	150	300
10'W x 30' L; Locakable from outside			
Mirror, With Shelf	2	0	0
Above counter			
Paper Towel Dispenser	6	0	0
Wall-mounted			
Shelf, Parcels	2	0	0
3'W x 12"D , along counter height			
Sink	6	0	0
36"w x 24"d - In counter			
Soap Dispenser	6	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stall	4	0	0
Rest room			
Urinal	2	0	0
Waste Basket	2	0	0
18"w x 15"d x 30"h			



D. FICTION COLLECTION

2,336 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Fiction Division is to house the library's fiction and paperback collections. The Fiction Collection is the heart of the library's "popular library" and may be organized by fiction books and genre books; i.e., westerns, science fiction, mysteries and romance novels. The Fiction Collection will be placed on the shelves and the genre books may be shelved in separate collections, with all books arranged on the shelves alphabetically by author's last name.

Reference librarians may act as reader's advisors, but in general, the Fiction Collection is a browsing, self-service collection.

SPATIAL RELATIONSHIPS

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and the Browsing Collection.

CLOSE:

- Media Library
- Browsing Collection
- Circulation Services

PROXIMITY:

- Library Entrance
- Reference Services
- Non-Fiction Collection

DIVISION SPACE SUMMARY		Sq. Ft.
D.01 Fiction Collection & Seating		2,336
	TOTAL:	2,336



Functional Activity

Patrons will enter this space and look for specific authors and then will often sit down to read the book jacket or the first few pages to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. In the process, they may use the on-line catalog to check the library's holdings while browsing in the Fiction Collection; therefore several OPACs should be conveniently located in this area. This space might also house the paperback collection and the large print book collection.

Occupancy

READER SEATS: 12

READER LOUNGE: 10

TECHNOLOGY WORKSTATIONS: 2 (Stand-up OPAC Stations)

Relationships

Ideally, the Fiction Collection and Seating Area should be located toward the front of the library in proximity to the Circulation Desk and the main entrance to the library. The Fiction Collection should also be in proximity to the Browsing Collection and the Media Collection and Seating Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk. This collection does not require direct supervision as it is a self-service collection. It should be located such that it is easily accessible on entering the Adults Collection. The paperbacks and genre books should be highly visible and accessible, since these are high use collections.

CLOSE:

Media Library
Circulation Desk
New Book Display

PROXIMITY:

Reference On-line Public Access Catalog (OPAC)/Computer Cluster
Public Entrance & Lobby
Reference Desk

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive, slip and trip resistant, low maintenance and should reduce sound transmission as much as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric Wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains



Access

The Fiction Collection and Seating Area must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 42" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 42" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 42" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Circulation Desk, the Browsing Area and the AV Collection and Seating Area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable. Provide a minimum of 35 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.



Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Fiction Collection will be supervised by the staff in Adult Services Workroom or either one of the public service desks, if they are located in vicinity. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff or the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, Reference OPAC/Computer Cluster Area, and Reference Area. This directional sign ("Fiction") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Westerns," "Mystery," and "Science Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 470 Fiction Display Shelves	3	20	60
42" Aisle DF 90"H Steel Shelving W/ 14 Shelves 3'W x 24"D unit w/end panels 18000 Fiction	54	20	1,080
Fishcamp 72"H Paperback Module (4 Tower Cluster) single module 19"w x 7"d x 72" h, acrylic , market sized paperbacks 5500 Paperbacks	12	38	456



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Lounge 36"w x 36"d	10	35	350
Chair, Reader's 21"w x 21"d	12	0	0
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	2	0	0
Stool, Kick-Step	8	0	0
Table, Reader's 30"W x 24"d x 29"h (1person)	12	30	360
Technology Counter 30"w x 24"d stand-up - against stack-end/wall w/ power & data management	2	15	30



FUNCTIONAL ACTIVITY

International Languages books, audio-visual collections and magazines will be shelved in this area so that patrons can easily find materials in languages other than English. Readers seating as well as technology stations will be associated with this collection for convinience of the patrons as they browse through the collections.

The International languages Collection will be placed on the shelves and the different languages will be designated to each section and/or shelves so that books of a specific language can be easily identified as separate collections

Reference librarians may act as reader's advisors and assist the patrons with this collection.

SPATIAL RELATIONSHIPS

The International Languages Collection should be easily accessible and within the sight lines of the Reference Desk so that patrons can be directed to it by the desk staff.

CLOSE:

Reference Services
Online O.P.A.C and Computer Cluster

PROXIMITY:

Non-Fiction Collection
Reference Collection and Seating

DIVISION SPACE SUMMARY		Sq. Ft.
E.01 International Languages Collection & Seating		1,132
TOTAL:		1,132



Functional Activity

The main function of this space is to accommodate all international languages collections including books, audio-visual materials like videos, DVDs, CD Roms, Cassettes and international magazines and periodicals. It will also accommodate reading seats and technology stations for patron's convenience. This area should be clearly distinct and visible to the patrons from the main public service desk on that level.

Occupancy

READER SEATS: 6

READER TECHNOLOGY WORKSTATIONS: 1 (Stand-up Counter)

Relationships

The International Languages Collection and Seating Area should be close to the Reference Desk. The area should be easily accessible and in proximity of the Copy Center/Copier, the Reference Collection, and the Fiction Collection. It should be located away from the noise of the Children's Section.

CLOSE:

Reference Desk

PROXIMITY:

Public Copier (Reference Services)

Fiction Collection & Seating

Public Rest Rooms (Reference Services)

Reference Collection & Seating

AWAY:

Children's Section Entrance

Flexibility

This area will need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive, slip and trip resistant, low maintenance and should reduce sound transmission as much as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended; Sisal, Vinyl, or

Fabric wall covering; Corner guards for columns and walls; Hanging track;

Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The International Languages Collection and Seating Area must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60"



wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 42" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 42" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 42" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications



Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The International Languages Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes major area directional and identification signs which can be seen from the lobby, Circulation Desk, Reference OPAC & Computer Cluster Area, and Reference Area. These directional signs ("International Languages Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("International Languages Collection") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Spanish," "French," and "Arabic." etc. A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	18	20	360
3"W x 24"D unit w/end panels & canopy top			
3750 International Languages DVD/Video			
42" Aisle DF 66"H Steel Shelving W/ 8 Shelves	2	20	40
3"W x 24"D unit w/end panels & canopy top			
200 International Language Learning CD / Cassettes			
42" Aisle DF 90"H Steel Shelving W/ 14 Shelves	24	20	480
3"W x 24"D unit w/end panels			
9750 International Languages Books			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
3"W x 9"H x 15 1/8"D 150 Units/Box, CDs,Cassettes,CD-Roms 700 International Languages Audio Cassettes - Music + CD			
Fishcamp 68"H Periodical/Magazine Tower Module	1	42	42
72"H x 19"W x 7"D (each tower)w/ 36" w kickplate and canopy 449 Adult International Lang Curr. Magazines + Bk Issues			

Description of Furniture & Equipment Units

Chair, Reader's 21"w x 21"d	6	0	0
Table, Reader's 60"w x 36"d x 29"h (4 Person)	1	80	80
Table, Reader's 36"w x 30"d x 29"h (1 Person)	2	35	70
Technology Counter 30"w x 24"d stand-up - against stack-end/wall w/ power & data management	1	15	15
Waste Basket 13"w x 15"d x 15"h	1	0	0



FUNCTIONAL ACTIVITY

The primary function of this division is to provide housing for the library's Local History Collection including books by local authors, photo archives, and other local historical materials. These materials are not checked-out of the library, but are used in the Local History Collection Room for the security of the collections. Some of the more irreplaceable items are locked within cases and the librarians must hand-deliver these materials to the patrons. Library patrons will enter this room looking for research material and quiet study space.

SPATIAL RELATIONSHIPS

The only relationship for the Local History Collection Division is that it should be close to the Reference Services Division.

CLOSE:

Periodicals
Group Study Rooms
Reference Services

DIVISION SPACE SUMMARY		Sq. Ft.
F.01 Local History Collection & Seating		495
TOTAL:		495



Functional Activity

This space is intended for library patrons in the community who have a special interest in local culture and history. Generally, the Local History Collection and Seating Area should be removed from the noisier areas of the library. Some of the materials in this collection will be housed in locked display cases and will require the assistance of a staff member for access. The collections consist of works by local authors and archives and materials of historical significance to the City, County, Region and State.

Occupancy

READER SEATS: 4
LOUNGE SEATS: 4
TECHNOLOGY WORKSTATIONS: 1 (Microfilm Reader/Printer Unit)
PUBLIC SERVICE DESK STATION: 1 (Volunteer)

Relationships

The Local History Collection should be in a less trafficked area of the library, but reasonably close to the Reference Desk, preferably with sight lines, so that staff can supervise the room. The Local History Collection and Seating Room should be adjacent to the Local History Volunteer's Desk, and the Local History Workroom. It is ideal to locate this area in historically significant part of the building, if applicable.

ADJACENT:
Local History Volunteer's Desk

CLOSE:
Group Study Rooms
Reading Area

Flexibility

It is unlikely that this space will need to be expanded in the future, but the possibility should be kept open and flexibility should be a goal.

Fenestration

Natural light must be controlled in this area, and east and west facing windows are to be completely avoided. Any exterior windows require roller shades or other light control devices to block sources of UV light.

Finishes

This area should be formal, quiet and well-appointed in order to reflect the appreciation and reverence for history that the Local History Collection represents. The space finishes will not have the heavy use of public areas, and must maintain a timeless appearance after many years of use

CEILING:
Acoustical tile
WALLS:
Glass interior window; Paint (Latex semi-gloss recommended)
FLOOR:
Wood, Anti-static carpet tile, or carpet with enhanced backing
(No carpet pad permitted)

NOTE: This room/area is located in the historic building. The ceiling, walls and floor should be
outfitted to restore historic finish, wherever possible.

Access

The Local History Collection and Seating Area must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide,



then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.

A minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area should be a separate room and must be kept quieter than the rest of the library. Patrons researching local history will want quiet for concentration and study. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to lessen the external noise which enters this room.

HVAC

Temperature should be maintained constant between 65 and 70° with a relative humidity of 45 - 55% for collection preservation. Ventilation will provide filtration to remove gaseous and particulate pollutants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Areas where rare materials are stored or displayed should be lighted with low UV fluorescent lamps designed to provide 2 to 5 foot candles of vertical illumination. Reading areas should be lighted at 15 foot candles supplemented by task lighting at 50 foot candles on the tables. Any fluorescent lighting must be provided with UV filtering sleeves. Tungsten lamps should be used for small or confined areas. No direct mercury or metal halide lighting is to be used near materials. Where display cases are lighted, they must be vented to prevent heat buildup. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff at the Local History Volunteer's Desk or Reference Desk will supervise this area. There should be a clear view of the inside of this room from the Reference Desk so that



additional supervision may be provided from the Reference Desk during times when local history staff is unavailable. The room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Lockable display cases and file cabinets are required. If separate inventory control gates are included, they may be located here at a minimum distance of 8' from the nearest electronic workstation. Alarms should be audible at the Local History Desk and the Reference Desk.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Circulation Desk, Reference Desk, or other major traffic path. This directional sign ("Local History Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Local History Collection") must be wall-mounted on the latch side of the door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional requirements include fire and life safety lighted exit signs, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound") changeable and permanent information signs (e.g., "Local History Materials Do Not Circulate"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	1	25	25
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	2	0	0
Cabinets, Lockable 5"W x 24"d Full height	3	25	75
Case, Exhibit 48"w x 24"d x 72"h	2	25	50
Chair, Lounge 36"w x 36"d	4	35	140
Chair, Reader's 21"w x 21"d	5	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
File Cabinet, Lateral (Five Drawer) 36"w x 18"d x 64"h	1	20	20
Microfiche Cabinet, Vertical (7 Drawer) 25"w x 29"d x 41"h (90,000 fiche w/o jackets)	1	15	15
Microfilm Reader/Printer 48"w x 43"d x 53"h with stand	1	40	40
Table, Reader's 60"w x 36"d x 29"h (4 Person)	1	80	80
Table, Technology 30"w x 24"d (1 person) sit down w/power & data management	1	20	20
Waste Basket	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
13"w x 15"d x 15"h			
Workstation, Local History Counter	1	30	30
4'w x 30"d - against wall			



FUNCTIONAL ACTIVITY

The primary function of the Media Library is to provide library patrons with access to a variety of audio-visual collections such as audio books, audio cassettes, video cassettes, audio compact discs, audio book compact discs, CD-ROMs, DVDs and other emerging AV formats.

Adult and young adult library patrons will enter the Media Library and browse attractively displayed media shelving units. They will often select some form of media and be guided by the staff to technology workstations where that media can be viewed or listened to on the appropriate equipment. AV materials for children are located in the Children's Library. AV materials in international languages will be located in the International Languages Collection.

SPATIAL RELATIONSHIPS

Many patrons will enter the Media Library from either the Browsing Area or from the main entrance of the library after passing by the Circulation Desk. The Media Library should be very close to the Young Adult Area since young adults are often attracted to AV materials. The Media Library should be relatively close to the Children's Library so that parents can browse here while supervising their children in the Children's Library.

ADJACENT:

Browsing Collection

CLOSE:

Children's Section
Circulation Services
Library Entrance

AWAY:

Non-Fiction Collection
Reference Collection and Seating

DIVISION SPACE SUMMARY		Sq. Ft.
G.01 Audio Visual Collection & Seating		1,322
TOTAL:		1,322



Functional Activity

Adult and young adult library patrons will come into this area in search of AV materials to preview in the library or to checkout for home use. Patrons will be able to check the OPACs located in this area if they are unable to find what they are looking for by browsing through the AV Collection. A portion of the AV materials will be displayed face-out and marketed as part of the library's popular library role. Library patrons will be able to preview selected media at technology workstations in this area.

Occupancy

READER SEATS: 4 (Bench)

TECHNOLOGY WORKSTATIONS: 4 (Listening Stations)

Relationships

This space should be just off the main traffic path from the Public Entrance and Circulation Desk into the Library. The AV Collection Area should be visible from the Children's Room and very close to the New Book Display since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Section.

ADJACENT:

New Book Display Area

CLOSE:

Children's Section

Circulation Desk

Public Entrance & Lobby

AWAY:

Non-Fiction Collection & Seating

Reference Collection & Seating

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable in this space and east and west facing windows must be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive, slip and trip resistant, low maintenance and reduce sound transmission as much as possible, since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or

Fabric wall covering; Corner guards for columns and walls; Hanging track;

Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The AV Collection and Seating Area must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the



nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 42" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 42" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 42" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.

Unless equivalent audio-visual stations are readily accessible, a minimum of 5%, but no less than one, of all stations will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This space will be noisy because of its heavy use and its proximity to the Circulation Desk, Public Entrance and Lobby, and the New Book Display Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in audio-visual area.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.



Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, additional power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the worksurface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the AV Collection Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, Reference OPAC/Computer Area, and Circulation Desk. This directional sign ("AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," "CDs," "DVDs," and "Audio Books". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	32	20	640
3'W x 24"D unit w/end panels & canopy top			
6600 DVD + Videos			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	2	20	40
3'W x 24"D unit w/end panels & canopy top			
480 CD-ROM			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	12	20	240
3'W x 24"D unit w/end panels & canopy top			
2750 Cassette / CD Talking Books			
42" Aisle 66"H SF W/4 Shelves- 2 Tier Browser Bin / Shelf	3	15	45
3'W x 9"H x 15 1/8"D 150 Units/Box, CDs, Cassettes, CD-Roms			
1500 Young Adults Compact Disks			
42" Aisle 66"H SF W/4 Shelves- 2 Tier Browser Bin / Shelf	12	15	180
3'W x 9"H x 15 1/8"D 150 Units/Box, CDs, Cassettes, CD-Roms			
6825 Audio Compact Disc (CD)			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bench (1 Person) 24"w x 22"d x 18" h	4	8	32
Chair, Listening Stations	4	0	0
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	1	0	0
Self Check-out Machine Stand 42"w x 29"d x 30"h	1	25	25
Table, Listening Stations 36"w x 30"d w/ power & data management	4	30	120



FUNCTIONAL ACTIVITY

The primary function of the Non-Fiction Collection Division is to house the library's Non-Fiction Collection which is central to the library's role as a reference and resource library for the community. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection so professional staff must be close at hand to provide assistance.

SPATIAL RELATIONSHIPS

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services division. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Services Division before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:

Reference Services

PROXIMITY:

Fiction Collection

AWAY:

Children's Section

DIVISION SPACE SUMMARY		Sq. Ft.
H.01 Non-Fiction Collection & Seating		4,235
TOTAL:		4,235



Functional Activity

After locating books in the non-fiction bookstacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books. To permit a high degree of concentration, it is best if the seating areas are quiet and removed, although they must be easily accessible to the Non-Fiction Collection. Seating should be dispersed throughout the Non-Fiction Collection, not together in one large reading room.

While in the non-fiction bookstacks, patrons may wish to consult the library's catalog several times without having to walk back to the OPAC cluster in Reference Services so it is important to have strategically located OPACs in the Non-Fiction Collection and Seating Area. These OPACs should be highly visible to patrons entering the area and they should be relatively close to patrons seated at tables and carrels.

Occupancy

READER SEATS: 20

READER CARRELS: 4

TECHNOLOGY WORKSTATIONS: 4 (Stand-up OPAC Stations)
1 (Technology Carrel Stand-up)
1 (Technology Carrel Sit-down)
1 (Technology Carrel) ADA

Relationships

The Non-Fiction Collection and Seating Area should be close to the Reference Desk. The area should be easily accessible and in the proximity of the Copy Center, the Reference Collection, and the Fiction Collection and Seating Area. It should be located away from the noise of the Children's Section.

CLOSE:

Reference Desk

PROXIMITY:

Public Copy Center (Reference Services)
Fiction Collection & Seating
Public Rest Rooms (Reference Services)
Reference Collection & Seating

AWAY:

Children's Section Entrance

Flexibility

This area will need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive, slip and trip resistant, low maintenance and should reduce sound transmission as much as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended; Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;



Vinyl or carpet cove base
FLOOR:
Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Non-Fiction Collection and Seating Area must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 42" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 42" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 42" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even



distribution of light to facilitate reading book spines and books.

Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Provide a minimum of 35 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Non-Fiction Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes major area directional and identification signs which can be seen from the lobby, Circulation Desk, Reference OPAC & Computer Cluster Area, and Reference Area. These directional signs ("Non-Fiction Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Non-Fiction Collection") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Biography," "History," and "Art and Architecture." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves	175	20	3,500
3"W x 24"D unit w/end panels			
50400 Non-Fiction			
Description of Furniture & Equipment Units			
Carrel, Reader's Wood	4	30	120
36"w x 30"d (1 Person) w/ power & data management & task light			
Chair, Reader's	20	0	0
21"w x 21"d			
Chair, Technology Workstation	6	0	0
21"w x 21"d			
Computer, OPAC Desktop	4	0	0
CPU, w/ monitor, keyboard & mouse			
Printer, Ink-Jet (B&W)	4	0	0
Table, Reader's	4	80	320
60"w x 36"d x 29"h (4 Person)			
Table, Reader's	4	30	120
30"W x 24"d x 29"h (1person)			
Technology Carrel	1	30	30
36"w x 30"d (1 Person) stand-up w/ power & data management			
Technology Carrel	1	40	40
41"w x 30"d (1 Person) sit-down w/ power & data management			
Technology Carrel, Adjustable (Manual) Height	1	45	45
51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management			
Technology Counter	4	15	60
30"w x 24"d stand-up - against stack-end/wall w/ power & data management			
Waste Basket	1	0	0
13"w x 15"d x 15"h			



FUNCTIONAL ACTIVITY

The primary function of this division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). The library's current magazines and newspapers will typically be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath.

SPATIAL RELATIONSHIPS

In some libraries, the Periodicals Collection Area is near the front of the library close to the new books or part of the Browsing Area. The Current Magazine and Newspaper Area can be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. Access to the Circulation Services Division and to a Copy Center is required.

PROXIMITY:

Circulation Services
Reference Services
Public Copy Center

DIVISION SPACE SUMMARY		Sq. Ft.
I.01 Back Issue Periodical Collection		216
I.02 Current Magazine/ Newspaper Display & Seating		770
TOTAL:		986



Functional Activity

Library patrons will browse and read back issues of magazines and newspapers in this space. The space should be comfortable and inviting for relatively long stays. Back Issue magazines and newspapers will be displayed on slotted shelves grouped together in boxes.

Relationships

The location of the Back Issue Magazine and Newspaper Display Area is flexible but must be associated with the Current Magazine Collection. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. Wherever it is located, it will be advantageous if the staff at the Circulation Desk or Reference Desk can provide supervision and assistance as needed.

PROXIMITY:

Public Copy Center
Reference Desk
or
Circulation Desk

Flexibility

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than in many others, so flexibility is an absolute requirement.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive, slip and trip resistant, low maintenance and should reduce sound transmission as much as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

NOTE: This room/area is located in the historic building. The ceiling, walls and floor should be

outfitted to restore historic finish, wherever possible.

Access

The Current Magazine and Newspaper Display and Seating Area must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.



Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 42" wide.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be moderately noisy. The Periodicals Collection Area is frequently used by both adult patrons looking for quiet space to read and young adults and students in search of school report materials. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers.

Provide a minimum of 35 to 40 foot candles of ambient light supplemented with floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Security

The Periodicals Collection will be supervised by staff at the Circulation Desk or the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby and Circulation Desk. This directional sign ("Back Issue Periodicals" or "Magazine Back Issue Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.



Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Periodicals") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Newspapers," and "Magazines." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "Magazines Do Not Circulate"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
42" Aisle DF 90"H Steel Shelving W/ 12 Shelves	8	20	160
3"W x 24"D unit w/end panels			
570 Back Issue Magazines			
42" Aisle SF 66"H Steel Shelving W/6 Shelves	2	14	28
3"W x 15"D unit			
20 Business Newspapers+ Business Ref Magazines			
42" Aisle SF 66"H Steel Shelving W/6 Shelves	2	14	28
3"W x 15"D unit			
25 Back Issue Newspapers			

Description of Furniture & Equipment Units



Functional Activity

Library patrons will browse and read current magazines and newspapers in this space which is sometimes referred to as the library's "living room." The space should be comfortable and inviting for relatively long stays. Current magazines and newspapers will be displayed face out on sloped shelves.

Occupancy

READER LOUNGE: 10

Relationships

The location of the Current Magazine and Newspaper Display Area is flexible. While some staff and patrons prefer it near the high use browsing collections, others prefer it to be more removed from the heavy traffic near the Library Entrance. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure. Wherever it is located, it will be advantageous if the staff at the Circulation Desk or Reference Desk can provide supervision and assistance as needed.

ADJACENT: Reading Area
Group Study Room

PROXIMITY: Public Copy Center
Reference Desk
or
Circulation Desk

Flexibility

This area may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than in many others, so flexibility is an absolute requirement.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive, low maintenance and should reduce as much sound transmission as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:
Acoustical tile

WALLS:
Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:
Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

NOTE: This room/area is located in the historic building. The ceiling, walls and floor should be
outfitted to restore historic finish, wherever possible.

Access

The Current Magazine and Newspaper Display and Seating Area must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments



of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 42" wide.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be moderately noisy. The Periodicals Collection Area is frequently used by both adult patrons looking for quiet space to read and young adults and students in search of school report materials. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers.

Provide a minimum of 30 to 40 foot candles of ambient light supplemented with floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per seat for network enabled tables or carrels. Provide network connectivity to at least one half of the tables and carrels in this area for laptop use. The outlets can be wall-mounted at 15" above the finished floor or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every two data drops provided.



To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security

The Periodicals Collection will be supervised by staff at the Circulation Desk or the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby and Circulation Desk. This directional sign ("Current Periodicals" or "Magazine Reading Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Periodicals") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Newspapers," and "Magazines." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "Magazines Do Not Circulate"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
42" Aisle DF 66" H Magazine Display Shelving W/6 Shelves 3' W x 24"D unit 340 Current Magazines	19	20	380
42" Aisle DF 66" H Newspaper Display Shelving W/6 Shelves 3' W x 24"D unit w/fixed sloping shelf 15 Current Newspapers	1	20	20
<u>Description of Furniture & Equipment Units</u>			
Chair, Lounge 36" w x 36" d	10	35	350
Table, End 30" w x 30" d x 20" h	2	10	20



FUNCTIONAL ACTIVITY

The primary function of the Reference Services Division is to provide the public with access to reference books, indexes, the Internet and electronic databases. This area is the research center of the library and houses the reference book collections, a central cluster of On-line Public Access Catalogs (OPACs) and technology workstations with Internet access. The reference staff will assist the public with their information searching in electronic and print formats.

SPATIAL RELATIONSHIPS

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first, then the staff at the Reference Desk, and finally the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Desk, both of which should be highly visible from the Public Entrance to the Library.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively. The Reference Services Division should also be close to the Local History Collection so that reference staff can assist patrons who need to access this collection.

While the Young Adult Services Division should not be too close to the Reference Services division, it should be in the proximity so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children's Section as possible to avoid disturbance from potential noise in the Children's Section.

CLOSE:

International Languages Collection
Non-Fiction Collection

PROXIMITY:

Young Adult Services
Adults Services Workroom

AWAY:

Children's Section

DIVISION SPACE SUMMARY		Sq. Ft.
J.01 Reference Desk		345
J.02 Reference Collection & Seating		1,590
J.03 Reference O.P.A.C/ Computer Cluster		1,590
J.04 Adult Program Librarian's Office		125
J.05 Adult Services Work room		987
J.06 Public Rest Rooms (2nd Floor)		600
TOTAL:		5,237



Functional Activity

This is the public service desk for the Reference Collection and Seating Area. It should be unimposing to encourage contact between the library's staff and patrons. Seating will be provided on the customer side of the desk. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 4

Relationships

The Reference Desk is the hub of the Reference Division and should be a predominant, easily identifiable feature. It must be adjacent to the OPAC cluster, with sight lines, and the Reference Collection for supervision and to assist patrons. It must be close to the Reference Office and Reference Workroom for easy access by staff. The desk should also be close to the Computer Lab/Training Room, the Non-Fiction Collection, the Local History Collection, the Copy Center and the Study/Tutoring Rooms.

ADJACENT:

On-line Public Access Catalog (OPAC)/Computer Cluster
Reference Collection & Seating
Adult Services Workroom

CLOSE:

Computer Center
Conference/Multipurpose Room
Public Copy Center
Local History Collection & Seating
Non-Fiction Collection & Seating
Group Study Rooms

PROXIMITY:

Current Magazine & Newspaper Display & Seating
Fiction Collection & Seating
International Languages Collection & Seating
Public Rest Rooms
Young Adult Collection & Seating

AWAY:

Children's Section

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The finishes in this area present a special problem because they will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.



CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile

Access

The Reference Desk will be accessible by means of a 42" minimum aisle. It will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance on the patron side of the reference counter. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This area requires a moderate to high level of acoustical isolation to keep conversations between patrons and staff from spreading throughout the Reference Collection and to other parts of the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

Illumination

Minimum of 40 to 50 foot candles of average ambient light. It is highly desirable to provide full 75 foot candles over the workstations. The Reference Desk should be highlighted in order to help patrons find this service area. Heat-causing or glare producing spotlight fixtures should be avoided. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The Reference Desk is the central surveillance point for the Reference, Non-Fiction and Periodicals Collections as well as potentially for the Local History and Fiction Collections. As much of these areas as possible should be visible to the staff at this desk. The staff should be able to control entry into the study rooms and the Local History Room electronically from this location or distribute keys or card keys if required.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Lobby, Circulation Desk, and OPAC/Computer Cluster Area. This directional sign ("Reference Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Help Available at the Circulation Desk."



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves	3	20	60
3'W x 24"D unit w/end panels & canopy top			
304 Ready Reference			
Description of Furniture & Equipment Units			
Book Truck	3	10	30
36"w x 24"d			
Cabinets, Below Counter	8	0	0
1 linear foot x 24"d			
Chair, Task	3	0	0
Low back mid-quality with casters 25"w x 25"d			
Computer, Staff Desktop	4	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			
Printer, Laser (B&W)	1	0	0
Queuing Space (Per Person)	10	6	60
Waste Basket	2	0	0
13"w x 15"d x 15"h			
Workstation, Reference Desk	3	65	195
5'w x 30"d w/ 7' behind desk & 3.5' in front			



Functional Activity

The function of this space is to house the library's reference books and provide seating for patrons who wish to use these collections or the library's Internet workstations. Reference books include dictionaries, directories, encyclopedias, almanacs, government documents and other research oriented materials. While much of this collection is still in paper format, portions of the reference print collection are expected to be converted to electronic format over time; therefore, some of the bookstack area may be replaced with Internet workstations in the future.

Occupancy

READER SEATS: 21

Relationships

The Reference Collection and Seating must be adjacent to the Reference Desk and close to the OPACs and the Public Copier. While the collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion.

ADJACENT:

Reference Desk

CLOSE:

Public Copier (Reference Division)
OPAC/Computer Cluster

PROXIMITY:

Non-Fiction Collection & Seating

AWAY:

Children's Section Entrance

Flexibility

It is not likely that this area will need to expand, but some space may need to be converted to accommodate more electronic workstations in the future. To that end, flexibility should be a goal, and a potential conversion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive, slip and trip resistant. They should reduce sound transmission and should be maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

Access

The Reference Collection and Seating Area must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then



turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 42" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 42" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 42" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.

A minimum of 5%, but no less than one, of tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail. Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This should be a relatively quiet area since many people will be here to do serious research and study. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed research.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or



in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Reference Collection will be supervised by staff at the Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera. If separate inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Reference Desk.

Signage

Required signage includes major area directional and identification signs which can be seen from the Lobby, Circulation Desk, OPAC/Computer Cluster Area, and Reference Desk. This directional sign ("Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Business Reference," "Careers," and "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle DF 42"H Steel Shelving W/ 6 Shelves	43	20	860
3'W x 24"D unit w/end panels & canopy top			
5380 Reference+Business Reference			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	3	20	60
3'W x 24"D unit w/end panels & canopy top			
1106 College Catalogs And Career Books			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves	2	20	40
3'W x 24"D unit w/end panels & canopy top			
390 Academic Tests			
42" Aisle SF 66"H Steel Shelving W/5 Shelves	2	15	30
3'W x 12"D unit w/end panels & canopy top and slotted shelves			
240 Textbooks (Reserve)			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Atlas Case 31"w x 25"d x 43"h w/ 5 shelves	1	28	28
Chair, Reader's 21"w x 21"d	21	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Dictionary Stand 24"w x 14"d x 43"h w/ 3 shelves	1	12	12
Stool	8	0	0
Table, Index 72"w x 48"d x 48"h (4 Person)	2	100	200
Table, Reader's 60"w x 36"d x 29"h (4 Person)	2	80	160
Table, Reader's 30"W x 24"d x 29"h (1person)	5	30	150



Functional Activity

Patrons will enter the On-line Public Access Catalog (OPAC)/ Computer Cluster Area from many points in the library, but most frequently from the main entrance of the library. The OPAC & Computer cluster is a bank of multimedia computers with access to the library's on-line catalog, databases and indexes, and the Internet. Patrons should not be encouraged to stay here for long periods of time since the OPACs will receive a high volume of use. In order to encourage quick use of these OPACs, some of the stations should be stand-up only. Carrels or counters must be large enough to accommodate printers and personal belongings.

Occupancy

TECHNOLOGY WORKSTATIONS: 48 (8 x 6 person Clusters)
2 Technology Carrels (Electrical Adjustment) ADA
1 Technology Carrels (Manual Adjustment) ADA

Relationships

The OPAC/Computer cluster must be adjacent to the Reference Desk, so that the reference staff can assist patrons using the OPACs and patrons can easily reach reference librarians when they have questions. The OPAC/Computer cluster should be close to the Non-Fiction and Reference Collections since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog.

ADJACENT:

Reference Desk

CLOSE:

Non-Fiction Collection & Seating
Reference Collection & Seating

Flexibility

The space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Finishes

The floor finishes must be stain resistant, dirt repellant, durable, attractive, slip and trip resistant, low maintenance and should reduce sound transmission as much as possible since they will receive very heavy traffic. Wall finishes should be mark resistant, attractive, durable, and easily cleaned.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile

Access

The OPAC/Computer Cluster Area will be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.



Unless equivalent public terminals are readily accessible, a minimum of 5%, but no less than one, OPAC station will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a relatively noisy area since many people will be walking by and others will be talking with one another and the librarians while using the OPACs. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to minimize the noise in this area.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in OPAC Area.

Illumination

Minimum of 35 to 40 foot candles of non-glare light on the counter tops or workstations.

Telecommunications

Provide one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and printer locations with additional outlets provided for future growth.

Security

This area will be supervised by staff at the Reference Desk. Sight lines from the Reference Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area identification sign which can be seen from the Library's Entrance or Lobby. This directional sign ("Library Catalog") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the nearby collections in the Library should be visible to patrons from the OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Printing Available at Reference Stations"), and donor recognition plaques.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Technology Workstation 21"w x 21"d	51	0	0
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	6	0	0
Computer, Public Desktop CPU, w/ monitor, keyboard & mouse	45	0	0
O.P.A.C / Computer Cluster Furniture (6 Person) a full hex w/ power and data management	8	180	1,440
Printer, Laser (B&W)	48	0	0
Recycling Bin	1	15	15
Technology Carrel, Adjustable (Electrical) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	2	45	90
Technology Carrel, Adjustable (Manual) Height 51"w x 30"d x 22" - 50"h (1 Person) w/ power & data management	1	45	45



Functional Activity

This is the office for the Adult Program Librarian where departmental activities will be planned and administered. This office will provide a private space where staff reviews can be conducted and where the public can come to discuss confidential issues.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

All of the adult librarians and support staff should be easily supervised from this office which requires sight lines to the Reference Desk. The office should be easily accessible from the Reference Desk if problems arise with patrons. Patrons should be able to access the office without going behind the Reference Desk or into any of the Adult Services Workroom or Division's back of house spaces.

ADJACENT:

Reference Desk
Adult Services Workroom

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Adult Services Workroom to expand into this space if required in the future or enable re-organization of the offices in future.

Fenestration

Interior windows, which allow supervision of the Reference Desk and Adult Services Workroom, are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

As an important part of the staff's impression of the library, this office must project a professional atmosphere. Patrons who come to this office may be upset, so soothing colors and finishes can be important. The walls and carpet will not have the heavy use of regular public areas, but must maintain a quality appearance after many years of normal use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended), Vinyl or Fabric wall covering;
Vinyl or carpet cove base; Tackable surfaces; Hanging track

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Adult Program Librarian's Office will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration



including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Some lighting should be dimmable and task lights should be provided on the desk.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Adult Program Librarian") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif character accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	2	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Chair, Visitor's	2	15	30
Desk, Reference 72"w x 36"d	1	65	65
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	1	20	20
Shelving, SF 45"h Steel W/ 3 Shelves 3'w x 12"d unit	1	10	10



Functional Activity

The Reference staff performs the back-of-house activities for the Reference Division in the Adult Services Workroom. The reference staff will conduct in-depth research, create handouts and bibliographies, preview multimedia and software, author web pages, write columns, read reviews and select materials for acquisition, examine new reference and non-fiction materials, review donated materials, and work on difficult or time-consuming reference questions. The workroom will consist primarily of workstations. These workstations should allow the staff a reasonable degree of privacy, but occasionally the public will accompany staff into this area for an in-depth reference interview.

Occupancy

STAFF WORKROOM WORKSTATIONS: 7
VOLUNTEER'S COUNTER: 1

Relationships

The Adult Services Workroom should be adjacent to the Reference Desk. Reference staff in the workroom should be able see the Reference Desk, but the staff in the Workroom should be separate from the desk and the public should not be able to see into the Workroom.

ADJACENT:

Reference Desk

CLOSE:

Conference/ Multipurpose Room
Staff Copy Center
Storage and Supply Room

Flexibility

Reference staff areas are sometimes remodeled and expanded. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Interior windows, which allow supervision of the Reference Desk, are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean, slip and trip resistant and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl or carpet cove base

Access

The Adult Services Workroom will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.



A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be a staff work area next to a fairly noisy public service area, it should be acoustically isolated from the rest of the library. To achieve speech privacy, a slab-to-slab full height partition is required. The staff cubicles can have half-height partitions. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system, must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture.

Provide one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Staff in the workroom should be able to view the Reference Desk so that they can provide assistance at the desk when needed.

Signage

Required signage includes a permanent room identification sign ("Adult Services Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck 36"w x 24"d	5	10	50
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	6	0	0
Cabinets, Below Counter 1 linear foot x 24"d	6	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	8	0	0
Chair, Visitor's	4	15	60
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	6	0	0
FAX Machine, Desktop 30"w x 17"d x 21"h	1	0	0
File Cabinet, Lateral (Four Drawer) 36"w x 18"d x 52"h	6	20	120
Printer, Laser (B&W)	1	0	0
Printer, Laser (Color)	1	0	0
Recycling Bin	2	15	30
Scanner, Flat	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	12	12	144
Storage Cabinet 36"w x 18"d x 65"h	1	18	18
Waste Basket 13"w x 15"d x 15"h	8	0	0
White Board 3' x 4' – erasable marker board	1	0	0
Workstation, Reference Counter 6'w x 30"d - against wall	1	40	40
Workstation, Reference Office System 8' x 9' modular panels 60"h, L-shaped work surface 30"d w/ keyboard tray, 2 overhead storage cabinets, task light, & 3 file pedestals	7	75	525



Functional Activity

This space will provide rest rooms for the library patron and people on the second floor and will be located conveniently across the main elevator and staircase lobby. There should be separate rest rooms for men and women.

Relationships

The Public Rest Rooms should be adjacent to the Elevator and Staircase Lobby but should not open directly into the lounge. They should also be easily locatable but should not necessarily directly open into the lobby.

ADJACENT:

Elevator and Staircase Lobby

Flexibility

This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows required.

Finishes

Finishes must be durable, non-slip and low maintenance.

CEILING:

Water resistant gypsum board with chemical resistant latex paint

WALLS:

Glazed ceramic tile or partial tile and water resistant wall board

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

STALLS:

Wall mounted high-density solid plastic and stainless steel

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach



requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Security

The staff at the Reference Desk will supervise the Public Restrooms and should be able to see the entrance to the restrooms. Staff at the Reference Desk will control access to the restrooms via a remote electronic switch at the desk. All restrooms will be lockable so that they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the restroom

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Staff", "Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Commode	6	0	0
Rest room			
Counter	4	0	0
Counter w/mirror above			
Hand Dryer	4	0	0
12"w x 7"d x 10"h - wall-mounted			
Men's Room	1	300	300
10' W x 30' L			
Mirror	2	0	0
Full length			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Mirror, With Shelf Above counter	6	0	0
Paper Towel Dispenser Wall-mounted	6	0	0
Shelf, Parcels 3'W x 12"D , along counter height	4	0	0
Sink 36"w x 24"d - In counter	6	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	6	0	0
Stall Rest room	8	0	0
Urinal	3	0	0
Women's Room 10' W x 30' L	1	300	300



FUNCTIONAL ACTIVITY

The function of this division is to provide services to young adults (primarily ages 12 to 16) by giving them a space in the library that they can call their own with collections and special study areas. Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Section, but frequently not mature enough to utilize the services and collections of the main adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff.

SPATIAL RELATIONSHIPS

The Young Adults Division should also be relatively close to the Reference Desk so that staff can supervise the young people. It should be in the proximity of the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons who need quiet for study or research. The Audio Visual Collection can be in proximity of the Young Adults Services since young adults could be heavy users of these services. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

CLOSE:

Reference Desk and Collections

PROXIMITY:

Reference Services

AWAY:

Children's Section

DIVISION SPACE SUMMARY		Sq. Ft.
K.01 Young Adult Collection & Seating		1,383
TOTAL:		1,383



Functional Activity

Young adults will congregate in this space to find books and magazines, and to read, study and talk with their friends. There will be a good deal of interaction between the young people, and the tables and chairs should be arranged to permit some socializing, (i.e., lounge seats should face one another, carrels should be sized to allow two teens to sit together, etc.) This area should be somewhat out of the way to keep the noise level from disturbing other library patrons, however the space must be easily supervised by staff at the nearest service desk.

Occupancy

READER SEATS: 8
READER LOUNGE: 6
READERS CARRELS: 4
TECHNOLOGY WORKSTATIONS: 2 (stand-up OPAC)

Relationships

The Young Adults Collection should be near the Circulation Desk and/or Reference Desk so that staff may supervise the young adults, but the space should not be near the Children's Library. The Young Adult Collection and Seating Area should be visible from the Reference Desk so that the staff can assist teens with homework assignments and encourage them to use other library resources. The Young Adult Collection & Seating Area should be close to the AV Collection and Seating Area. Young adults will be some of the heaviest users of the AV materials and will be going back and forth between these two areas.

ADJACENT:

Group Study Rooms

CLOSE:

Media Library

PROXIMITY:

Reference Desk

AWAY:

Children's Section

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, durable, attractive, slip and trip resistant, low maintenance and should reduce sound transmission as far as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering with tackable acoustical panels; Corner guards
for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet



with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Access

The Young Adult Collection and Seating Area must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 66" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail. Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor, and wall treatment.

HVAC

Temperature should be maintained between 68° and 76° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Provide a minimum of 35 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

The use of non-glare accent lighting to highlight this space is encouraged to help draw young adults to this area. Consider use of neon light in this space to attract young adults. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network



connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff at the Circulation and/or Reference Desks or Staff at their workstations will visually supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas. If this space is located within a room for sound attenuation, a window wall should provide unobstructed views of the occupants in the room from the Circulation and/or Reference Desks or the Staff Workstations.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Circulation Desk, Reference OPAC/Computer Cluster Area, and Reference Desk. This directional sign ("Young Adults") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Young Adults") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Classics," "Paperbacks," and "New Books." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Shelving Units			
42" Aisle SF 66"H Steel Shelving W/5 Shelves	4	15	60
3"W x 12"D unit w/end panels & canopy top and slotted shelves			
819 Classic Paperbacks			
42"Aisle 66"h Steel Shelving DF W/12 Shelves	14	20	280
3"W x 24"Dx 66"H w/ end panel and canopy top			
1000 Science Fiction (YA)			
Fish Camp 68"H Single Module Periodical/Mag Display	1	22	22
68"H x 20.5"W x 9"D			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Fishcamp 72"H Paperback Module (4 Tower Cluster) single module 19"w x 7"d x 72" h, acrylic , market sized paperbacks 2500 Young Adult Paperbacks	5	40	200
Fishcamp 75"H Paperback Module (4 Tower) Oversized 75"H x 20.5"w x 9"d - Oversized , 4 tower 750 Cliff Notes	1	42	42
Fishcamp 75"H Paperback Module (4 Tower) Oversized 75"H x 20.5"w x 9"d - Oversized , 4 tower 300 Graphic Novels	1	42	42
Fishcamp 75"H Paperback Module (4 Tower) Oversized 75"H x 20.5"w x 9"d - Oversized , 4 tower 300 Oversized Paperbacks (YA)	1	42	42

Description of Furniture & Equipment Units

Carrel, Reader's, Systems Furniture 48"w x 30"d (1 Person) w/ power & data management & task light	4	40	160
Chair, Lounge 36"w x 36"d	8	35	280
Chair, Reader's 21"w x 21"d	12	0	0
Chess/Checkers Table, Adult 25"W x 25"D, 29"h w/2" squares	1	40	40
Computer, OPAC Desktop CPU, w/ monitor, keyboard & mouse	2	0	0
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	1	0	0
Self Check-out Machine Stand 42"w x 29"d x 30"h	1	25	25
Table, Reader's 60"w x 36"d x 29"h (4 Person)	2	80	160
Technology Counter 30"w x 24"d stand-up - against stack-end/wall w/ power & data management	2	15	30
Waste Basket 13"w x 15"d x 15"h	1	0	0



FUNCTIONAL ACTIVITY

The primary function of the Administration Division is to provide office space for the library supervisor to perform duties in planning and implementing the library's service program. In addition to the library supervisor's office, there will be a staff copy room and the general library storage/supply room.

SPATIAL RELATIONSHIPS

The Library Supervisor's Office needs to be accessible to the public, but need not be located in prime floor space. In a building this size, administration may best be located in a more remote but central area, relatively close to elevators and stairs leading to the main entry.

PROXIMITY:

Staff Services
Circulation Services

DIVISION SPACE SUMMARY		Sq. Ft.
L.01 Library Supervisor's Office		190
L.02 Staff Copy Room		225
L.03 Storage/Supply Room		300
TOTAL:		715



Functional Activity

The Library Supervisor may be responsible for major library divisions including Personnel, Adult Services and Children's Services. He or she also represents and manages the library in the director's absence. This office will provide a private space where staff reviews can be performed and confidential issues discussed. The Library Supervisor's Office will often be used as the mediation room for staff and public.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

The Supervisor's Office must be in proximity of the Staff Services and the Staff Workrooms. It should be located close to the Waiting Area. Patrons and visitors should be able to access the office without going through any back of house spaces. It can be adjacent to the Public Entrance and Lobby to allow easy access to the patrons.

ADJACENT:

Public Entrance and Lobby
Staircase and Elevators
Waiting Area

PROXIMITY:

Staff Services
Staff Workrooms

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

As an important part of the staff and public's impression of the library, this office must project a professional atmosphere. Patrons who come to this office may be extremely upset, so soothing colors and finishes can be important. The walls and carpet will not have the heavy use of regular public areas, but must maintain a quality appearance after many years of normal use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended), Vinyl or Fabric wall covering;
Vinyl or carpet cove base; Tackable surfaces; Hanging track

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Library Supervisor's Office will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet all



accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The room should be as sound proof as possible so that conversations cannot be heard outside the room. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Some lighting should be dimmable and task lights should be provided on the desk.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Library Supervisor") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif character accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room numbers as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Community Library Supervisor High back, mid-quality w/casters	1	0	0
Chair, Visitor's	3	15	45
Computer Stand	1	20	20
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	1	0	0
Desk, Professional 66"w x 30"d	1	60	60



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	1	14	14
Printer, Laser (B&W)	1	0	0
Shelving, SF 84"h Wood W/ 6 Shelves 3"w x 14"d unit	1	15	15
Table 36" Square	1	36	36
Waste Basket 13"w x 15"d x 15"h	1	0	0



Functional Activity

This space will serve as a photocopy and production center where various documents will be produced by the library administrative staff.

Relationships

The space must be immediately adjacent to the Staff Workrooms. It must also be close to the Storage/Supply Room.

ADJACENT:

Staff Workroom
Staff Multipurpose Room

CLOSE:

Storage/Supply Room

Flexibility

It is not expected that this area would need to be expanded or remodeled.

Fenestration

No windows required.

Finishes

This room may be out-of-the-way, but should still match the general office interior.

CEILING:

Acoustical tile

WALLS:

Paint

FLOOR:

Vinyl tile, Anti-static carpet tile or carpet with enhanced backing
(No carpet pad permitted)

Access

The Copy Center will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Acoustics

This is a somewhat noisy area, because of the photocopy machine and occasional conversations between staff. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to keep the sound generated here from spreading to other areas in the Administration Division.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment. Enclosed room requires individual thermostat.

Illumination

Standard non-glare lighting at 35 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation position mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or



magnetic card reader to control access unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Copy Room – Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room numbers as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Case 36"w x 13"d freestanding	1	25	25
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	8	0	0
Cabinets, Below Counter 1 linear foot x 24"d	8	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
Copier, Color Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	1	50	50
FAX Machine, Desktop 30"w x 17"d x 21"h	1	0	0
Laminator (Continuous Roll) 35"w x 20"d x 15"h	1	30	30
Preparation Counter 8'w x 30"d - against wall	1	55	55
Recycling Bin	1	15	15
Stapler, Electronic Binding 10"h x 4"w x 9"l	1	0	0
Stool	2	0	0



Functional Activity

This room provides space for storage of general office supplies and equipment for the administrative offices.

Relationships

The space must be adjacent to the Staff Workrooms and close to the Staff Copy Room.

ADJACENT:

Staff Workrooms

CLOSE:

Staff Copy Room

Flexibility

It is not expected that this area would need to be expanded or remodeled.

Fenestration

No windows required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

CEILING:

Exposed structure or Acoustical tile

WALLS:

Concrete; Glazed and textured CMU; or Dry wall

FLOOR:

Sealed concrete; Vinyl tile; Carpet

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 35 to 40 foot candles at floor level. Consider occupancy sensor or motion detector for energy savings.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, located near the door.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room", "Supply Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room numbers as assigned by facilities staff.



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Box, Cardboard In transition or storage	26	4	104
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	2	15	30
Stool, Step	1	2	2
Storage Cabinet 36"w x 18"d x 65"h	4	18	72
Storage Rack, Building Supply 48"w x 45"d x 72"h - freestanding single sided unit for light bulbs, lumber, pipes, etc.	1	20	20
Supply Cabinet 36"w x 30"d	4	18	72



FUNCTIONAL ACTIVITY

The primary function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

1. Library patrons checking-out library materials at the Circulation Desk and self checkout units.
2. Library staff checking the materials back in.
3. Library staff sorting the various materials.
4. Library staff reshelving the collections in their proper locations.
5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.

Careful attention must be given to the workflow in the Division. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

SPATIAL RELATIONSHIPS

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building.

ADJACENT:

Library Entrance

CLOSE:

Media Library
Browsing Collection
Children's Section

PROXIMITY:

Fiction Collection
Young Adult Services

DIVISION SPACE SUMMARY		Sq. Ft.
M.01 Circulation Desk		535
M.02 "Holds" Area Near Circulation Desk		219
M.03 Sorting Room		1,910
M.04 Public Copy Center		170
M.05 Circulation Supervisor's Office		125
M.06 Circulation Workroom		1,075
TOTAL:		4,034



Functional Activity

The Circulation Desk is the first public service point that patrons will see when entering the library. It must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron. The Circulation Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

In addition to checking-out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees. Library patrons will also be able to use self checkout machines in this area.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

Occupancy

PUBLIC SERVICE DESK WORKSTATIONS: 4

Relationships

The Circulation Desk must be adjacent to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the security system gates and the entrances to the Public Rest Rooms. The Circulation Desk should be adjacent to the Circulation Workroom, close to Sorting Room and the Public Copy Center. It should be close to the Media Collection and New Book Display and the Children's Entrance.

ADJACENT:

Public Entrance & Lobby
Circulation Office
Circulation Workroom

CLOSE:

Media Library
Sorting Room
Children's Section Entrance (Interior)
Public Copy Center (Circulation Division)
New Book Display

PROXIMITY:

Fiction Collection & Seating
Public Rest Rooms
Young Adult Collection & Seating

Flexibility

The Circulation Desk is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west



facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or unfinished quarry tile; Anti-fatigue mats at staff workstations

Access

The Circulation Desk will be accessible by means of a 42" minimum aisle. The desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. If a self checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 76° during cooling for energy savings. Relative humidity at 30 – 50% and ventilation at 20 cubic feet per minute. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Circulation Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The staff at the Circulation Desk supervises much of the public area just inside the entrance from the lobby. Access to patrons who are exiting the building after activating the inventory control system alarm is important. The staff should be able to see a major portion of the lobby, the entrances to the library, and the entrances to the Public Rest Rooms. If the library has a video surveillance system, the security monitors may be located at the Circulation Desk. If inventory control gates are included, they may be located here, at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.



Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign ("Circulation Desk" or Customer Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," and "Checkout" and a sign for any return slot. Changeable insert sign system is required for stack end panels for collections held behind the Circulation Desk. Shelf face sign carriers may be required. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, visible pictogram flag signs for elevators or rest rooms, and an emergency evacuation map. Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Internet Classes on Saturday."

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bar Code Reader, Fixed Mount	6	0	0
Book Bin, Depressible In Circulation Desk	2	0	0
Book Truck 36"w x 24"d	4	10	40
Cash Register	1	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Circulation Desk 25"W x 24"d w/ 7' behind the desk & 3.5' in front	1	320	320
Clock Wall-mounted	1	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	6	0	0
Printer, Receipt	6	0	0
Queuing Space (Per Person)	20	6	120
Recycling Bin	1	15	15
Security Monitor, B & W 9" unit	1	0	0
Security System Book Desensitizer Desktop non-electric unit 10"w x 5"d x 1.5"h	5	0	0
Security System Media Desensitizer Desktop non-electric unit 10"w x 4.25"d x 2.25"h	3	0	0
Shelving, SF 84"h Steel W/ 6 Shelves 3'w x 12"d unit	4	10	40
Waste Basket 13"w x 15"d x 15"h	2	0	0



Functional Activity

This area will be located near the Circulation Desk and will consist of shelving, stacking books and materials that is held for patrons to check-out. Pre-ordered books will be placed here for patrons to facilitate self-check out. This area will be supervised by the staff at the Circulation desk.

Relationships

The Holds area must be adjacent to the Circulation Desk and visible from the Public Entrance and Lobby, but off to the side, so as not to interfere with the traffic flow from the lobby to the Circulation Desk. For supervision this area should be within good sight lines of the library staff at the Circulation Desk.

This area should be close to the Sorting Room and the Public Copy Center.

ADJACENT:

Circulation Desk
Circulation Workroom

CLOSE:

Public Entrance & Lobby
Sorting Room
Public Copy Center (Circulation Division)

Flexibility

Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Natural Light is not required in this area.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or unfinished quarry tile; Anti-fatigue mats at staff workstations

Access

The "Holds" Area will be accessible by means of a 42" minimum aisle. If a self checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.



HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 78° during cooling for energy savings. Relative humidity at 30 – 50% and ventilation at 20 cubic feet per minute. HVAC vents should be located to avoid drafts on occupants.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Security

The staff at the Circulation Desk supervises much of the public area just inside the entrance from the lobby. This area should be at least 8' from the inventory control gates.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Circulation Desk. This directional sign "HOLDS" must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage "HOLDS" must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Book Truck 36"w x 24"d	5	10	50
Shelving, DF 90"h Steel W/14 Shelves 48" aisle - 3'w x 24"d unit	7	22	154
Technology Counter 30"w x 24"d stand-up - against stack-end/wall w/ power & data management	1	15	15



Functional Activity

The Book Return Room is an area where patrons will deposit library materials. Library materials will be returned through slots in the exterior wall and fall into a depressible book bin. Library staff will periodically unload these bins and the materials will be placed on book trucks and taken to the circulation check-in stations in the Sorting Room or the at the Circulation Desk. Since book and AV drops must be accessible to everyone, care must be taken in the coordination of the heights of these exterior slots and the height of the interior bins to make sure the two are compatible. Adequate circulation space should be provided for pages/staff to move book trucks around bins and shelving.

Occupancy

CIRCULATION CHECK-IN WORKSTATIONS: 4

Relationships

The Sorting Room must be adjacent to the Circulation Workroom and the lobby of the building and the outside near the front entrance. Patrons should be able to deposit library materials into this room from the lobby or from the exterior of the building for after hours return.

For patron convenience, a separate set of exterior book and AV return units (preferably with driver's side drop off) may be included in the parking lot. These exterior units should be relatively close to an entrance to the library on a relatively flat path, so that staff can unload library materials and push book carts to the sorting area.

ADJACENT:

Public Entrance & Lobby
Circulation Workroom

CLOSE:

Circulation Desk

Flexibility

It is likely that the function of this space will change or that the room will need to be reorganized to incorporate an RFID system of book return in future. To that extent flexibility should be the goal.

Fenestration

Interior windows which allow supervision of the Circulation Desk are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be durable, non-slip and as maintenance free as possible. Corner guards are required.

CEILING:

Acoustical

WALLS:

Paint
Carpet on walls - upto 4' height

FLOOR:

Low profile anti-static carpet; Sheet vinyl; or Vinyl tile, with no threshold between the Book Return Room and the check-in stations

Access

Access to the drop slot must meet accessibility requirements for a front or side reach, recommended at not higher than 48" above finished floor. Signage will meet requirements



as outlined in the Signage Space Detail.

Acoustics

Since the access area outside the Sorting Room will be quite noisy because of patrons walking and talking, every effort should be made to absorb sound generated at this location and to keep it from spreading into the library. The walls of the room need to be well insulated since the sound of books and AV materials falling through the drop slot into the bins will be very distracting to nearby patrons and staff.

HVAC

Since flammable materials are occasionally introduced into book returns, care must be taken to make certain that the smoke produced cannot enter the main HVAC system and spread throughout the library building.

Illumination

Provide adequate lighting in the shelving area. 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred.

The interior of the book drop needs approximately 35-40 foot candles of light primarily over the bins and at workstations. However, the drop slots on the exterior should be highlighted with 50 foot candles or more to attract patrons to them. Exterior drops will need bright and vandal resistant lighting for security.

Telecommunications

If there is a work counter in this room, provide a minimum of one standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 6" above the counter, distributed at every 4' of work counter.

Security

This room will be supervised by staff at the Circulation Desk. There needs to be a clear line of sight from the desk to any main drop slots inside the library's security system. All drop slots must be lockable. If drop slots are accessible from outside the building or from the lobby so that materials can be deposited after hours, the Sorting Room must be an enclosed fire rated room with a smoke detector and sprinkler head in case of the introduction of flammable material into the drops.

Signage

Signage should include permanent room identification signs ("Book Return", "Sorting Room" and "Audio-Visual Return") wall-mounted on the right side of the drop slot with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
AV Bin, Depressible	4	30	120
Bar Code Reader, Fixed Mount	4	0	0
Book Bin, Depressible	4	30	120
Book Truck	40	10	400
36"W x 24"D			
Chair, Task	6	0	0
Low back mid-quality with casters 25"W x 25"D			
Locking Cabinet	1	30	30
3"W x 24"D			
Recycling Bin	2	15	30
Security System Book & Media Resensitizer	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Desktop unit w/signal light 12"w x 5.5"d x 4.5"h AC			
Security System Book Resensitizer	2	0	0
Hand-held non-electric unit 5.5"w x 3"d x 3.5"h			
Security System Media Resensitizer	2	0	0
Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h			
Shelving, SF 66"h Steel W/ 5 Shelves	12	15	180
3'w x 12"d unit			
Sorting Circulation Area	1	650	650
area around furniture and equipment to facilitate movement			
Table , Sorting	2	50	100
72"w x 30"d			
Workstation, Circulation Check-In Counter	4	40	160
6'w x 30"d - against wall			
Workstation, Circulation Drive-up Window Counter	4	30	120
4'w x 30"d - against wall			



Functional Activity

The Public Copy Center will provide a separate room or area where library patrons can copy library materials or materials of their own. Some sound attenuation will be required, particularly if this is an open area and not an enclosed room. This room may require display and storage space for tax forms if they are provided in paper format. The room should provide a work counter for sorting and collating, pasting and laying out projects, and organizing large jobs. The layout of the room must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the room for recycling bins, change machines, card vending machines, and other equipment as necessary. There must be a logical way for patrons to queue either inside or just outside the room during busy periods.

Relationships

The Public Copy Center should be visible from the Public Entrance and Lobby and the Circulation Desk, and just off of the main traffic path. Staff at the Circulation Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

CLOSE:

Circulation Desk
Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Fenestration

Windows which allow the staff to supervise this room are essential.

Finishes

The public will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellant, dirt resistant, easy to clean, slip and trip resistant and low maintenance.

It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and extremely durable materials.

CEILING:

Acoustical tile

WALLS:

1/2 Glass wall; Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering with acoustical panels for sound absorption; Tackable surfaces

FLOOR:

Vinyl Tile; Anti-static carpet tile or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Copy Center will be accessible by means of a 42" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This is a very noisy space because of the high use, the copy machines, and conversations between patrons and staff. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and ceilings, acoustical panels in the walls to help absorb noise should be considered.



HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover.

Illumination

Standard non-glare lighting at 35 to 40 foot candles. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Security

This area will be supervised by staff at the Circulation Desk. Sight lines from the Circulation Desk to this area, which should be glass-enclosed, must be unobstructed.

Signage

Required signage includes a permanent room identification sign ("Copy Center") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	8	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	8	0	0
Copier, B&W Freestanding Floor unit w/ collator & enlarger 60"w x 30"d x 40"h	2	50	100
Preparation Counter 8'w x 30"d - against wall	1	55	55
Recycling Bin	1	15	15



Functional Activity

This is the office for the Circulation Supervisor where departmental activities will be planned and administered. This office will provide a private space where staff reviews can be conducted and where the public can come to discuss confidential issues regarding their circulation records.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

All of the circulation support staff should be easily supervised from this office which requires sight lines to the Circulation Desk. The office should be easily accessible from the Circulation Desk if problems arise with patrons. Patrons should be able to access the office without going behind the Circulation Desk or into any of the Circulation Division's back of house spaces.

ADJACENT:

Circulation Desk
Circulation Workroom

PROXIMITY:

Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Fenestration

Interior windows, which allow supervision of the Circulation Desk, Sorting Room and Circulation Workroom, are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

The circulation manager and the public will utilize this office daily. This position supervises all of the library's employees who also utilize this office frequently. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal office use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; White board;
Tackable surfaces

FLOOR:

Anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Circulation Office will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as



outlined in the Signage Space Detail.

Acoustics

This office requires a high level of acoustical isolation for staff supervision, private conversations, or potential confrontations with irate patrons. A slab-to-slab full height partition is required to achieve speech privacy. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Circulation Office") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Art Print	1	0	0
Framed			
Book Truck	1	10	10
36"w x 24"d			
Chair, Circulation Supervisor	1	0	0
Mid-back high quality with casters			
Chair, Visitor's	2	15	30
Computer, Staff Desktop	1	0	0
Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Desk, Supervisor's 66"w x 30"d	1	60	60
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	1	15	15
Printer, Ink-Jet (B&W)	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	1	10	10
Waste Basket 13"w x 15"d x 15"h	1	0	0
White Board 3' x 4' – erasable marker board	1	0	0



Functional Activity

The Circulation Workroom provides space for all kinds of back-of-house activities. This area will provide space for clerks to review problem items and make decisions on patron charges and routing to other staff members. Damaged items would be stored here on shelves. Cabinets will store supplies for the entire circulation department. Area to store display cards for CDs and DVDs that have been checked out need to be provided here. Shelving is needed for items to be discarded. ILL processing will also occur in the circulation workroom

Occupancy

STAFF WORKROOM WORKSTATIONS: 12

Relationships

The Sorting Room, Circulation Office, and Circulation Desk should all be immediately adjacent to the Circulation Workroom. Staff will move frequently between these spaces, and particularly between the Desk and the Workroom. There must be easy access between the spaces and sight lines between the Workroom and the Circulation Desk so that staff can fill-in if a line starts to form at the Desk.

ADJACENT:

Sorting Room
Circulation Supervisor's Office
Circulation Desk

CLOSE:

Staff Locker/Mail & Loubge Area

PROXIMITY:

Main Custodial Workroom
Storage/Supply Room (Administration)

Flexibility

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Interior windows which allow supervision of the Circulation Desk are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean, slip and trip resistant and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base

Access

The Circulation Workroom must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the



nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If the use of a sink is essential to an employee's job, then an accessible space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" high and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the Circulation Desk and the rest of the library. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture. Provide one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location. To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff workroom which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. If the Circulation Workroom does not have a door,



patrons should be discouraged from entering by the use of gates and/or signage. Staff in this area should be able to see the Circulation Desk so they can get to it quickly if needed. Sight lines to other areas of the library from the workroom are desirable.

Signage

Required signage includes a permanent room identification sign ("Circulation Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor, with 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bar Code Reader, Fixed Mount	6	0	0
Book Truck 36"w x 24"d	15	10	150
Bulletin Board	1	0	0
Cabinets, Above Counter 1 linear foot x 24"d	12	0	0
Cabinets, Below Counter 1 linear foot x 24"d	12	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	11	0	0
Clock Wall-mounted	1	0	0
Computer, Staff Desktop Desktop or floor-mounted CPU, w/ monitor, keyboard & mouse	11	0	0
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	2	14	28
First Aid Kit 10"w x 3"d x 10"h - Wall-mounted	1	0	0
In & Out Board Staff location	1	0	0
Key Cabinet 12"w x 5"d x 16"h	1	0	0
Recycling Bin	5	15	75
Safe, Floor 12"w x 14"d x 21"h	1	16	16
Security System Book Desensitizer Desktop non-electric unit 10"w x 5"d x 1.5"h	4	0	0
Security System Book Resensitizer Hand-held non-electric unit 5.5"w x 3"d x 3.5"h	1	0	0
Security System Desensitizer/Resensitizer Counter unit w/audible signal 20"w x 18"d x 7.5"h AC	1	0	0
Security System Media Resensitizer Desktop non-electric unit 13.5"w x 3.5"d x 1.2"h	1	0	0
Shelving, DF 90"h Steel W/14 Shelves 36" aisles - 3'w x 24"d unit	8	18	144
Sink	1	18	18



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Totes - Shipment	6	4	24
In transition or storage			
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0
22"w x 18"d x 8"h			
Waste Basket	11	0	0
13"w x 15"d x 15"h			
White Board	1	0	0
3' x 6' – erasable marker board			
Workstation, Clerical Office System	12	50	600
6' x 8' modular panels 60"h, U-shaped work surface 30"d w/ keyboard tray, 1 overhead storage cabinet, task light, & 1 file pedestal			



FUNCTIONAL ACTIVITY

The primary function of the General Building Services is to provide custodial, storage and mechanical equipment space, and other support spaces.

SPATIAL RELATIONSHIPS

Some of the custodial services will be located throughout the building as non-assignable square footage. However, the majority of space in this division will be located in the back-of-house areas of the library. Care should be taken in the location of noise producing spaces such as Mechanical Equipment Room to isolate them from public spaces and staff offices

DIVISION SPACE SUMMARY		Sq. Ft.
N.01 Custodial Sink & Storage Room		70
N.02 Main Custodial Room		155
TOTAL:		225



Functional Activity

In addition to the workroom, the custodial sink and supply closets located on the second level in the library provide space to store mops, vacuum cleaners and other cleaning supplies and equipments.

Relationships

The Custodial Room will be located on the second floor near the Staircase and elevator lobby adjacent to other storage/supply closets and equipment cabinets, easily accessible from the lobby or circulation corridor in the back-of-the house areas of the library.

ADJACENT:

Staircase/ Elevator Lobby

PROXIMITY:

Public Restrooms

Flexibility

It is not anticipated that this area would change purpose or require expansion

Fenestration

No windows

Finishes

This area will be spartan and industrial in nature

CEILING:

Exposed structure or Acoustical tile

WALLS:

Concrete; Glazed and textured CMU; or Dry wall

FLOOR:

Sealed concrete; Vinyl tile; Carpet

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

The sink faucet must be the lever type, electronically activated, or approved self-closing valves with a minimum of 10-second flow. Faucets must be operable with single hand and not require any twisting of the wrist, pinching or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets.

If use of the sink is essential to an employee's job, (e.g. cleaning up craft projects), then an accessible wheelchair space must be provided under the sink including a minimum of 30" x 48" of clear space in front of the sink. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above finished floor and a clear 19" depth for knee clearance. There can be no obstructions, cabinets or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collections and reader seats areas and other areas requiring quiet



HVAC

Ventilation is crucial to limit interior pollution. All custodial workrooms should have negative ventilation to contain chemical fumes from spreading into the building, or separate exhaust system to keep fumes from entering the building's return air supply system.

Illumination

Interior Lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 35 to 40 foot candles at counter level, and task lighting which delivers up to 50 foot candles at work surfaces. Consider occupancy of sensors or motion detectors for energy savings.

Security

This is a staff area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes permanent room identification signage ("Custodial Supply Room Staff Only") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at no less than 15" above finished floor. GFI required at sink areas

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Cleaning Cart 38"w x 20"d x 38"h	1	15	15
Ladder, Step	1	2	2
Locking Cabinet 3"W x 24"d	1	30	30
Mop Bucket 20"w x 18"d - On casters w/ mop wringer	1	4	4
Paper Towel Dispenser Wall-mounted	1	0	0
Sink, Mop	1	5	5
Storage Cabinet 36"w x 18"d x 65"h	1	14	14
Waste Basket 13"w x 15"d x 15"h	1	0	0



Functional Activity

This space will provide a shop for custodians to assist in servicing the building. This workroom will provide a workbench with various tools necessary for basic maintenance and repair. In addition this workroom, there will be other custodial sink and supply closets in the library to store mops, vacuum cleaners and other cleaning supplies and equipments.

Occupancy

CUSTODIAL WORKSTATION: 1

Relationships

The workroom should be adjacent to the Shipping/Receiving and Mail Area in the Circulation Division and in the proximity of the General Library Storage Room.

ADJACENT:

Mail/Delivery Area
Public Restrooms

PROXIMITY:

Circulation Workroom
General Library Storage

Fenestration

No windows

Finishes

This area will be spartan and industrial in nature

CEILING:

Exposed structure or Acoustical tile

WALLS:

Concrete; Glazed and textured CMU; or Dry wall

FLOOR:

Sealed concrete; Vinyl tile; Carpet

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

The sink faucet must be the lever type, electronically activated, or approved self-closing valves with a minimum of 10-second flow. Faucets must be operable with single hand and not require any twisting of the wrist, pinching or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets. If use of the sink is essential to an employee's job, (e.g. cleaning up craft projects), then an accessible wheelchair space must be provided under the sink including a minimum of 30" x 48" of clear space in front of the sink. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above finished floor and a clear 19" depth for knee clearance. There can be no obstructions, cabinets or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collections and reader seats areas and other areas requiring quiet



HVAC

Ventilation is crucial to limit interior pollution. All custodial workrooms should have negative ventilation to contain chemical fumes from spreading into the building, or separate exhaust system to keep fumes from entering the building's return air supply system.

Illumination

Interior Lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting which delivers up to 50 foot candles at work surfaces. Consider occupancy of sensors or motion detectors for energy savings.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, located near the door. One standard quad communications outlet (two voice and two data) co-located with associated power at the custodians workstation position mounted at 15" above the finished floor.

Security

This is a staff area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes permanent room identification signage ("Custodial Workroom", " Staff Only") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Utility receptacles will be required for custodial use. Electrical outlets should be located along perimeter walls at 10-foot intervals at no less than 15" above finished floor. GFI required at sink areas

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Carpet Cleaning Machine	2	5	10
Cleaning Cart	2	15	30
38"w x 20"d x 38"h			
Garbage Bin, Interior	1	15	15
Ladder, Step	2	2	4
Mop Bucket	2	4	8
20"w x 18"d - On casters w/ mop wringer			
Paper Towel Dispenser	1	0	0
Wall-mounted			
Recycling Bin	1	15	15
Shelving, Industrial	3	15	45
SF 36"w x 24"d x 84"h steel w/ 6 shelves			
Sink, Mop	1	5	5
Vacuum Cleaner, Dry Upright	1	8	8
15"w x 12"d x 42"h			
Vacuum Cleaner, Wet "Shop"	1	10	10
22" diameter x 28"h			
Waste Basket	1	5	5
13"w x 15"d x 15"h			



O. STAFF SUPPORT SERVICES

1,290 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Staff Support Services Division is to provide support for the entire staff of the library. This Division includes a Staff Locker and Mail Area, a Lounge with kitchen counter, Staff Multipurpose room, Staff Rest Rooms and a separate Staff Entrance.

SPATIAL RELATIONSHIPS

The Staff Support Services Division should be easily accessible from most staff areas and removed from the public areas of the library. It is a prime candidate for location in the back of house areas of the library. This Division should be in the general proximity of the administration or at least easily accessible.

PROXIMITY:

- Administration
- Staff Workrooms
- Mail Room and Delivery Areas

DIVISION SPACE SUMMARY		Sq. Ft.
O.01 Staff Locker & Mail Area and Lounge		645
O.02 Staff Multipurpose Room		345
O.03 Staff Rest Rooms		300
TOTAL:		1,290



Functional Activity

This area provides a separate staff entrance and area for mail and lockers. A part of this room is the lounge area for the staff to relax and prepare meals in during breaks, lunch, and dinner. This area should be comfortable, quiet and relaxing.

Relationships

The Staff Lounge should be adjacent to the Staff Rest Rooms, which should not open directly into the Staff Lounge. This area should be close to the Staff Entrance, and in proximity to the Custodial Sink and Supply Closet and the Multipurpose Room

ADJACENT:

Staff Entrance
Staff Rest Rooms

CLOSE:

Custodial Sink & Supply Closet

PROXIMITY:

Staff Multipurpose Room

Flexibility

It is not anticipated that this area would expand or change purpose.

Fenestration

Exterior windows are required, and a pleasant view highly desirable. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

Finishes

In keeping with the room's purpose, finishes should be soothing and informal. This area will not have the heavy use of the public areas.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or carpet cove base;
Tackable surface

FLOOR:

Anti-static carpet tile or anti-static carpet with enhanced backing
(No carpet pad permitted); Vinyl tile in front of the kitchen unit

Access

The Staff Lockers and Lounge Area will be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no



higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. It is also recommended that if fixed storage cabinets, drawers, or lockers are provided, that at least one of each type comply.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The area can become somewhat noisy during break and meal times. Good acoustical control is important in order to keep the noise from carrying into public areas and vice versa. Standard acoustical dampening strategies must be utilized. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Illumination

A combination of natural, incandescent, and fluorescent lighting to provide a soft, warm ambient light. Task lighting should be provided to supplement light levels over the tables and with table lamps on the end tables. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

One standard duplex communications outlet (one voice and one data) co-located with associated power distributed on at least three of four available walls coordinated with the furniture layout mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Staff Lounge" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bottled Water Dispenser 24"w x 24"d	1	7	7
Bulletin Board	3	0	0
Chair, Café	12	0	0
Coat & Hat Rack	1	20	20
Drinking Fountain 18"w x 19"d x 24"h - Built-in	1	7	7
First Aid Kit	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
10"w x 3"d x 10"h - Wall-mounted			
Garbage Disposals	2	15	30
Kitchen Unit	1	25	25
52"w x 26"d x 84"h w/sink, 2 stove top burners & refrigerator + oven			
Locker	20	5	100
Unit 12"w x 12"d x 62"h (Two 30"h lockers)			
Mail Boxes, Staff	1	30	30
72"w x 16"d x 32"h – 48 slots per unit w/ counter			
Microwave Oven	2	0	0
30"w x 14"d x 16"h - countertop or under cabinet			
Mirror	1	0	0
Full length			
Paper Cup Dispenser	1	0	0
3" diameter x 18"h - Wall-mounted			
Rack, Literature Display Handout	1	0	0
Wall-mounted			
Recycling Bin	2	15	30
Refrigerator	1	20	20
Full-sized - 32"w x 36"d x 68"h w/ freezer			
Sink	1	16	16
36"w x 24"d - In counter			
Sofa (2 Seat)	2	55	110
56"w x 32"d			
Table, Café	3	60	180
Staff (4) - 30" diameter			
Umbrella Stand	1	10	10
12" diameter x 25"h			
Vending Machine	3	20	60
40"w x 40"d x 72"h			
Waste Basket	1	0	0
18"w x 15"d x 30"h			
White Board	1	0	0
2' x 3' – erasable marker board			



Functional Activity

The Staff/Multipurpose Room will provide space for library programming, staff conferences, Lunch-box presentation, small project workroom. The room will have AV presentation capabilities and network access.

Occupancy

MEETING ROOM SEATS: 10-14

Relationships

The Staff/Multipurpose Room should be adjacent to the Staff Services, Adult Services Workroom and back-of-the-house staff areas.

ADJACENT:

Staff Entrance

CLOSE:

Staff Lounge

Adult Services Workroom

Adult Program Librarian's Office

PROXIMITY:

Custodial Sink & Supply Closet

Staff Restrooms

Flexibility

It is not anticipated that this room would change purpose or require expansion. This room can be used as an extension to Staff lounge and services area and in that respect it should be designed for flexibility.

Fenestration

Windows would enhance the room but natural light may not be required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

In keeping with the room's purpose, finishes should be soothing and informal. This area will not have the heavy use of the public areas.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or carpet cove base;
Tackable surface

FLOOR:

Anti-static carpet tile or anti-static carpet with enhanced backing
(No carpet pad permitted); Vinyl tile in front of the kitchen unit

Access

The Room will be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60", wide then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Portable assistive listening technology may be substituted for the required permanently



installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system may be required to provide an appropriate environment for meetings, conferences, and small programs.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 35 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location. This can be within the conference room table or a recessed floor box.

Provide one standard duplex communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counter or 15" above the finished floor at a table location to support a phone and supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Conference Room.

Optional, quad video conferencing outlet (four voice) co-located with associated power at the video conferencing or future/potential video conferencing location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio - Visual

Presentation of videotape or DVD material in the Staff Multipurpose Room may be accomplished using installed or portable televisions. To project computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the conference room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto



a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Room.

Security

This area will primarily be used for staff activities and will have assigned staff who are charged with its supervision. The Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Staff Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	1	0	0
DVD Player 17"w x 13"d x 5"h	1	0	0
Electronic Smart Board white board computer and touch controlled	1	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Speaker, Portable W/ Microphone Portable public address system	1	0	0
Table, Conference Staff (4 to 6) - 72"w x 36"d x 29"h	1	160	160
Table, Conference Staff (6 to 8) - 96"w x 42"d x 29"h	1	185	185
Uninterruptible Power Supply (UPS), Single Device Desktop or Rack-mounted	2	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0



Functional Activity

This space will provide rest rooms exclusively for the library staff with an appropriate number of fixtures based upon the size of the staff and the local code requirements. There should be separate rest rooms for men and women.

Relationships

The Staff Rest Rooms should be adjacent to the Staff Lounge but should not open directly into the lounge. They should also be close to the Staff Kitchenette and the Custodial Sink and Supply Closet. The Rest Rooms should not be accessible to the public.

ADJACENT:

Staff Lounge

CLOSE:

Custodial Sink & Supply Closet

Flexibility

This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows required.

Finishes

Finishes must be durable, non-slip and low maintenance.

CEILING:

Water resistant gypsum board with chemical resistant latex paint

WALLS:

Glazed ceramic tile or partial tile and water resistant wall board

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor. The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved



self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door. Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Staff", "Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Below Counter 1 linear foot x 24"d	4	0	0
Commode Rest room	3	0	0
Counter Counter w/mirror above	2	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	2	0	0
Men's Room 10' W x 30' L	1	150	150
Mirror Full length	2	0	0
Paper Towel Dispenser Wall-mounted	4	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
36"w x 24"d - In counter			
Soap Dispenser	4	0	0
5"w x 4"d x 10"h - Wall-mounted			
Stall	3	0	0
Rest room			
Urinal	1	0	0
Waste Basket	2	0	0
18"w x 15"d x 30"h			
Women's Room	1	150	150
10' W x 30' L			



FUNCTIONAL ACTIVITY

The primary function of the Computer Center is to provide spaces for training the library staff in the computer technology. There will also be a Telecommunications room that will be a central point for all of the library's data processing and telecommunications capabilities.

SPATIAL RELATIONSHIPS

The Computer Center should be located near the Staff Services Area as it will primarily be used for staff training. But it should be located such that it can be available as electronic classroom and study area for special library programs. The Telecommunications room can be located back-of-house and will be the central networking point for the library database and cataloging systems. It should have a staff-only access and away from public view. The Computer Center should be located near service and delivery entrances, and on secondary floor in a multi-story building, close to elevators and to Loading Areas

PROXIMITY:

Administration
Staff Services

DIVISION SPACE SUMMARY		Sq. Ft.
P.01 Computer Center		715
P.02 Computer/Telecommunications Room		180
TOTAL:		895



Functional Activity

This area will feature 20 public technology stations with educational and training software for library staff. This space will be used for hands on computer instruction offered by the library and self-paced computer instruction. Volunteers or instructors delivering technology related programs can staff this area. Locations can be made available for personal laptop use.

Occupancy

TECHNOLOGY TRAINING TABLES: 20

Relationships

The Computer Center should be located close to the lobby and within the cluster of other group study rooms so that it can serve the public when not used for library staff instruction. It may be used as an electric library for Homework assistance and hence should be within view of any Public Service Desk or Staff Workstation. The Computer Center should be located in proximity to the Administration and Staff Areas.

ADJACENT:

Group Study Rooms
Lobby

CLOSE:

Circulation Desk
or
Staff Workstations

PROXIMITY:

Staff Workrooms

Flexibility

This area can be used as electric library for homework activities, and should be flexible in use and organization in that respect.

Fenestration

Any natural light in this area must be controlled to avoid glare on the computer screens or interference with multimedia presentations. Interior windows will require roller shades or other room darkening devices in order to ensure high quality presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive, slip and trip resistant and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

NOTE: This room/area is located in the historic building. The ceiling, walls and floor should be

outfitted to restore historic finish, wherever possible.

Access

The Computer Center must be accessible by means of a 42" minimum aisle. The



accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

The Computer Center will contain two technology stations which meet disabled access requirement by providing 30" wide x 48" deep clear floor space with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide and 19" deep. The top of the table, carrel or counter shall be from 28" to 34" above finished floor. Additional accessible technology workstations should be available nearby in the OPAC Area (3).

Portable assistive listening technology may be substituted for the required permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustics

This room will generate a fair amount of noise because of the exchange between the students and the instructor, amplified sound and voice, and noise generated by the equipment. Surfaces should be absorptive and include carpet, acoustical wall treatment and acoustical ceiling tiles. The primary strategy for noise control will be to locate this space away from the areas requiring quiet.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 35 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations. The lights at the front of the room should be dimmable so that AV screen is visible. Lights in the remainder of the room should be independently controlled so that they may be at slightly higher level for note taking. Lighting should be zoned with bi-level switching so that portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.



Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location(s); and two data drops (jack) for each computer seat.

Outlets(faceplates) can be configured to accommodate two, four or more drop (jacks). The outlets can be wall-mounted at 6" above the work surfaces for training tables or technology carrels adjacent to the walls, or in recessed floor boxes for island conditions. The data cabling can also be distributed via conduit and J-boxes with data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. Optionally, one standard quad communications outlet (two voice and two data) co-located with associated power at network or server equipment location.

Audio - Visual

Presentation of videotape or DVD material in Computer Center may be accomplished using installed or portable televisions but projection is recommended over monitors in rooms seating more than 12 people. For projection of computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room. For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Computer Center.

Security

Volunteers and Staff at the Public Service Desk in the near vicinity will monitor the use of this room. This room requires mechanical lock and key, electronic keypad, or magnetic card reader to control access. It should have its own intrusion detection alarm system.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby and Circulation Desk. This directional sign ("Computer Center") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

A Permanent room identification sign ("Meeting Room") wall-mounted on the latch side of the doors at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Signage requirement includes room



identification number as assigned by facilities staff.

Additional requirements include fire and life safety lighted exit signs, restriction signs (e.g., "No Food and Drink"), changeable and permanent information signs (e.g., "Internet Classes on Saturday") and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Chair, Technology Workstation 21"w x 21"d	21	0	0
Computer, Public Desktop CPU, w/ monitor, keyboard & mouse	21	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	1	0	0
DVD Player 17"w x 13"d x 5"h	1	0	0
Electronic Smart Board white board computer and touch controlled	1	0	0
Instructor's Station, Systems Furniture 60"w x 30"d (1 Person) - sit-down w/ power & data management	1	100	100
Lectern (w/ Space For A Portable Computer) 31"w x 29"d w/ microphone, speaker, light & clock	1	60	60
Printer, Ink-Jet (B&W)	21	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Recycling Bin	1	15	15
Speaker, Portable W/ Microphone Portable public address system	1	0	0
Technology Training Table, Systems Furniture 36"w x 30"d (1 Person) sit-down w/ power & data management	20	25	500
TV Monitor, 60" Projection HDTV Screen 51"w x 30"d x 61"h	1	25	25
Uninterruptible Power Supply (UPS), Single Device Desktop or Rack-mounted	2	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0



Functional Activity

This room is where all network, systems, and telecommunications equipment is housed to support the library's electronic capabilities. This room is the main point of entry to the building data, telephone, and security system lines

Occupancy

Staff Workstation: 1

Relationships

This space must be located in a secure non-public area. It should stack vertically with other telecommunications rooms in a multi-story facility. This space must be easily accessible from the Staff Workrooms and Delivery Area. The distance from this room to other telecommunications closets or terminal locations cannot exceed 300'

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not expected that this area would need to be expanded.

Fenestration

No windows

Finishes

This is not a public area and will be minimally finished since it is primarily a room for equipment.

CEILING:

Acoustical Tile

WALLS:

Paint (Latex semi-gloss recommended)

FLOOR:

Vinyl tile, sheet vinyl, linoleum, or anti-static carpet tile

Access

The Computer/Telecommunications room must meet the aisle, corridor and path of travel accessibility requirements as outlined in the General Space Planning Standards for the Santa Clara County Library Building in Section 3 of this Appendix (i). A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Given the prevalence of noisy printers and computers, moderate to high acoustical dampening strategies should be employed here. Adequate sound isolation must be provided through the use of acoustical ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

This room requires separate zone with individual thermostat. Temperature to be constant at 70-72 degrees when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires dust filtration system and must provide rapid dispersal of any heat produced by equipment. A backup HVAC system is recommended.

Illumination

Light levels should average 35-40 foot candles with 50 foot candles preferred over work surfaces. Because a large number of computer screens in this room and the long periods of use, the light should be dimmable so computer technicians can control the light level. Consider motion detectors or occupancy sensors for energy savings.



Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the staff workstation location. This outlet should be mounted either 6" above the work surface or at 15" above the finished floor.

Provide one wall mounted telephone connection adjacent to the equipment racks and cabinets, and one quad communications outlet (four data) co-located with associated power on each walls for associated hardware such as printers and servers.

Security

This is a high security area. Only authorized staff will have access to this room. This room requires mechanical lock and key, electronic keypad, or magnetic card reader to control access, supplemented by a security alarm. A dry standpipe fire suppression system to protect the equipment from water damage in the event of fire is required.

Signage

Required signage includes a permanent room identification sign ("Computer Room - Staff Only") wall mounted on the latch side of the door at 60" above the finished floor with 1/32" raised upper case sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by the facilities staff.

Electrical

The room will require dedicated circuits for the systems equipment. They should be co-located with network connections where required. UPS devices will be required in the event of power failure to enable a soft shut down of equipment.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Computer Interface 17"w x 10"d x 4"h	1	0	0
Computer Server, Mini (CPU) Floor-mounted - 24"w x 30"d x 30"h	1	25	25
Computer Stand	1	20	20
Console, Computer System Video monitor & keyboard w/ direct connection to server or minicomputer	1	15	15
DSU/CSU Telecommunications Device 6"w x 12"d x 3"h - Connects computer system to telephone system	1	15	15
Rack, Computer / Communications Equipment 36"w x 24"d x 60"h	1	30	30
Router/Switch Rack-mounted - 8"w x 20"d x 24"h	2	0	0
Surge Protector, Multiple Devices	2	0	0
Telecommunications Backboard 8"w x 8'h wall-mounted fire-rated plywood	1	35	35
Uninterruptible Power Supply (UPS), Multiple Devices Floor mount - 12"w x 24"d x 72"h	1	10	10
Waste Basket 18"w x 15"d x 30"h	1	0	0
Workstation, Computer Technician's Counter 4'w x 30"d - against wall	1	30	30



FUNCTIONAL ACTIVITY

The primary function of Library Entrance Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Friends' Bookstore, the Multipurpose and Activity Rooms, Computer Center, Group Study Rooms and the main Public Rest Rooms for the facility. The lobby will provide space for library patrons to enter and exit the library.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Public Meeting Rooms. It should be conveniently located to allow access to both. The Library Entrance Division must be able to be locked off and separated from the Library so that the Multipurpose Rooms and ancillary services can be open when the library is closed.

ADJACENT:

Circulation Services
Public Meeting Rooms

CLOSE:

Media Library
Browsing
Children's Section

PROXIMITY:

Fiction Collection
Reference Services

AWAY:

General Building Services

DIVISION SPACE SUMMARY		Sq. Ft.
Q.01 Public Entrance & Lobby		1,125
Q.02 Friend's Bookstore		165
Q.03 Friend's Book Storage & Workroom		400
Q.04 Storage Closet Near Entrance		110
TOTAL:		1,800



Functional Activity

This space provides access to the library as well as its ancillary services. The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. The lobby should be an inviting space that welcomes the public to the library and the multipurpose rooms. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building. This area can also have a coffee shop/bar with coffee table seating for patrons to browse through books at the friend's bookstore while enjoying a cup of coffee. The Coffee bar and seating can also be associated to the reading court so that it is closer to the multipurpose and the activity room(s).

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Multipurpose and Activity Room, Friends' Bookstore and Coffee Bar, and Public Rest Rooms should all be accessible from the lobby.

ADJACENT:

- Multipurpose Room
- Circulation Desk
- Friends' Bookstore
- Kitchenette
- Public Rest Rooms

CLOSE:

- Media Library
- Public Copy Center
- Browsing Collection

AWAY:

- Mail and Delivery Area

Flexibility

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it will also serve as a display area for exhibits. This area will also provide space for occasional large receptions.

Fenestration

Glass is required in the front doors and inside windows to provide a view to the outside and a view into the library. Skylights or clerestories for additional natural light are recommended.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:

- Plaster or acoustical tile

WALLS:

- Highly durable and flame retardant; Paint (Latex semi-gloss recommended);
- Sisal or vinyl wall covering; Marble or granite wainscoting; Etched,
- silk-screened, or fritted glass to library or exterior; Hanging track;
- Tackable surfaces

FLOOR:

- Terrazzo tile, unfinished quarry tile with non-slip matte finish or



equal; Walk-off mats; Grating system

Access

The Public Entrance and Lobby will be accessible by means of a 42" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. If turnstiles are used, then a readily apparent accessible door must be provided adjacent to the turnstile. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Pay telephones must comply with forward (maximum of 48" above finished floor) and side reach (maximum of 54" above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone. If four or more phones are available for public use, either inside or outside of the facility, and at least one is inside the facility, then at least one must provide text display capability. If telephone books are made available to the public, then they must also comply with forward and side reach requirements. If telephones are located in sound enclosures then they must have a minimum 30" clearance at the entrance.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

Illumination

General lighting of 20 to 30 foot candles, with specialized accent lighting of 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the self-checkout locations and information kiosks with additional outlets for future growth; and one single voice outlet (one voice) for each pay telephone location.

Security

The lobby should be able to be secured from the outside of the building. Part of the lobby should be secured internally, to be detached from the library after hours, when only the Multipurpose Rooms will be in use. Much of the lobby should be visible to the staff at the Circulation Desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. If inventory control gates are included,



they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Circulation Desk.

Signage

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bench, Lobby (3 Person) 76"w x 22"d x 18"h	2	18	36
Bulletin Board	1	24	24
Case, Floor Display 48"w x 18"d x 72"h	6	24	144
Chair, Café	16	0	0
Coffee Bar Cart 96"w x 30"d x 48"h - fully equipped	1	100	100
Drinking Fountain 18"w x 19"d x 24"h - Built-in	2	8	16
Hanging Art Display Wall Area with Accent Lighting 48"w x 6"d, 48"aisle	2	30	60
Rack, Literature Display Handout 32"w x 18"d x 60"h - freestanding	5	15	75
Security System Gates, Inventory Control Four gates (three corridors) 122"w x 26"d x 70"h	2	115	230
Table, Café Staff (4) - 30" diameter	4	60	240
Vestibule 8'L x 5' W / w 48" aisles	1	200	200
Waste Basket 18"w x 15"d x 30"h	1	0	0



Functional Activity

The Friends' Bookstore will be operated by volunteers from the Friends of the Library. Library patrons and visitors to the Multipurpose Rooms will be able to stop in and browse through the store and make purchases or sit and enjoy a cup of coffee at the coffee bar in the lounge or reading court. The revenues from the store will go towards financing the operation of the library. Books and materials in the store will be marketed with display shelving that should be attractive with an emphasis on browsing and eye-catching appeal.

Occupancy

BOOK STORE COUNTER: 1

Relationships

The Friends' Bookstore must be adjacent to the Public Entrance and Lobby and highly visible as people enter and exit the library. A close proximity to the Friends' Workroom would help volunteers moving book trucks and boxes as they replenish the bookstore stock.

ADJACENT:

Public Entrance & Lobby
Circulation Desk

CLOSE:

Multipurpose Room
Activity Room
Friends' Book Storage & Workroom

Flexibility

This space will probably never need to be expanded in the future, but it will need to be reasonably flexible since the availability of the Friends' volunteers can change. If underutilized in the future, this room should be able to be converted to another meeting room, training room, or study/tutoring room.

Fenestration

Windows are not required but an exterior display window for the promotion of merchandise with access through the Friends' Bookstore would be an asset.

Finishes

Since this area is located at the main entrance of the library, it must be very attractive and uncluttered. The retail nature of the space should be emphasized through the use of merchandise display techniques. The floor finishes must be stain resistant, dirt repellent, durable and low maintenance since this will be a relatively high traffic area and food and drinks may be served. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Vinyl, Sisal or Fabric wall covering; Tackable surfaces; Vinyl or carpet cove base; Chair rail; Wall-mounted retailing display units

FLOOR:

Anti-static carpet tile, unfinished quarry tile, vinyl tile, or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl tile or unglazed ceramic tile at food preparation area

Access

The Friends' Bookstore must be accessible by means of a 42" minimum aisle and a 36" wide door with a minimum clearance of 32". The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.



If network access is available at the café tables for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This space should be acoustically buffered from the library. The Bookstore will be part of the noisy entrance area. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to acoustically separate this area from the lobby so that patrons can shop undisturbed.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the café.

Illumination

Specialized accent lighting of 40 to 50 foot candles at the bookstore entrance, counter tops, and all product display units including shelving. Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Light should be provided within in-wall glass display cases. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main checkout (point of sale) location; and one duplex data only outlet (two data) at each table location around the perimeter wall for laptop use, with associated power consisting of one duplex power receptacle for every one duplex data outlet provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for a side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security

This space will be supervised by the staff at the Circulation Desk. Display cases should be lockable. Layout must balance control of merchandise with display in order to attract customers while diminishing theft. The volunteer workers in the store will supervise this space.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby. This directional sign ("Friends' Bookstore") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Friends' Bookstore") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. Other signage should include changeable information signs including hours of operation and restriction signs (e.g., "No Smoking").



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck 36"w x 24"d	3	10	30
Cabinets, Below Counter 1 linear foot x 24"d	4	0	0
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	1	0	0
FishCamp Paper Back Book Tower 66"H Display Tower	1	53	53
Shelving, SF 58"h Bookstore Display 36" aisles - 3'w x 20"d w/5 angled shelves, wood	2	21	42
Sign, Announcement Free standing	1	0	0
Stool	2	0	0
Workstation, Bookstore Counter 6'w x 30"d - against wall	1	40	40



Functional Activity

This room is for storage of books and other donated items received by the Friends of the Library. These materials will be sorted and stored until they can be placed in the library or in the Friend's booksale area and offered for sale. Space is required to store books on the shelves and sort books on counter tops or large tables. An open floor area is necessary for the storage of cartons and bags containing donated materials

Relationships

The Friend's Storage and Workroom needs to be as close as possible to the Shipping and Receiving and Mail Room since there may be frequent deliveries to this area. In addition, there should be a close proximity to the Friend's Sale area, since volunteers will be moving books from storage to the sale area to stock the shelves. Large book sales and fundraisers will be organized by in the Multipurpose Room by Friends of the Library and hence proximity to these areas is highly desirable.

CLOSE:

Receiving and Delivery Area

PROXIMITY:

Friend's Book Sale Area

Multipurpose Room

Fenestration

Windows are not required but are desirable as friend's staff will be working frequently and using this area.

Finishes

The floor finishes must be stain repellant, dirt resistant, easy to clean, slip and trip resistant and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted);

Access

The Friend's Storage and Workroom must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height. Signagewill meet requirements as outlined in the Signage Space Detail.

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the rest of the library. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.



HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Provide 6-12 fc minimum measured vertically at the height of 12" and 40 fc maximum measured vertically at any height to achieve approximately 6-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. Minimum 35 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Utilize motion detectors or occupancy sensors for energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floors for desks that are adjacent to a wall

Security

This is a non-public area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Friends' Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor, with 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Book Truck 36"w x 24"d	4	10	40
Box Cardboard (Stacked)	350	0	0
Box, Cardboard In transition or storage	50	4	200
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	1	14	14
Hand Truck 23"w x 18"d x 51"h	2	5	10
Shelving, SF 66"h Steel W/ 5 Shelves 3'w x 12"d unit	6	12	72
Supply Cabinet 36"w x 30"d	1	14	14
Table , Sorting 72"w x 30"d	1	50	50
Waste Basket 18"w x 15"d x 30"h	1	0	0



Functional Activity

This room provides space for storage of supplies like tax forms, other pamphlets, brochures and handouts

Relationships

The space must be adjacent to the Circulation Desk Area and the Entrance Lobby as it will store supplies to be displayed in the lobby and or near Public Copy Room for public use.

ADJACENT:

Entrance Lobby

Fenestration

No windows required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

CEILING:

Exposed structure or Acoustical tile

WALLS:

Concrete; Glazed and textured CMU; or Dry wall

FLOOR:

Sealed concrete; Vinyl tile; Carpet

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 35 to 40 foot candles at floor level. Consider occupancy sensor or motion detector for energy savings.

Telecommunications

One wall-mounted voice outlet suitable for a wall-mounted phone, located near the door.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room", "Supply Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room numbers as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Hand Truck 23"w x 18"d x 51"h	1	0	0
Shelving, Industrial SF 36"W x 24"D x 66" H Steel w/4 Shelves	11	10	110



FUNCTIONAL ACTIVITY

The function of this division is to provide performance, conference and meeting room space that can be used for library programs and by community groups. The Multipurpose Room will comprise of large open multi-purpose spaces, group activity areas with seating, a presenter's location, amplified sound, and projection capability. It should be easily reconfigurable for training, tutoring, large children's programs, computer literacy instruction, or performances. The Conference Room will provide space for small group meetings, library programs, staff conferences, continuing education, and literacy tutoring. The Multipurpose Room and Activity Room will have either a flat or sloped floor and be available for more formal presentations and performances for groups of 50 to 150.

SPATIAL RELATIONSHIPS

The major spatial relationship of the Public Multipurpose Room Division is to the Library Entrance Division. Since this complex might be open when the rest of the library is closed, access must be provided through the main lobby to the Public Multipurpose Rooms and to the Public Rest Rooms without compromising the library's security.

ADJACENT:

Library Entrance
Public Rest Rooms

DIVISION SPACE SUMMARY	Sq. Ft.
R.01 Conference/Multipurpose Room	380
R.02 Group Study Room A	270
R.03 Group Study Room B	270
R.04 Group Study Room (40 person)	800
R.05 Homework Center (76 person)	1,560
R.06 Multipurpose Room (150 person)	2,400
R.07 Storage (Multipurpose + Activity Room)	605
R.08 Kitchenette	170
R.09 Public Rest Rooms (1st Floor)	600
TOTAL:	7,055



Functional Activity

The Conference/Multipurpose Room will provide space for library programming, staff conferences, continuing education, community meetings, group discussions and literacy tutoring. The room will have AV presentation capabilities and network access.

Occupancy

MEETING ROOM SEATS: 10-20

Relationships

The Conference/Multipurpose Room should be adjacent to the Public Lobby of the building and readily accessible to the Public Rest Rooms, the Kitchenette and the Storage Room. It is desirable to have multipurpose and activity rooms nearby. As this room may be extended as group discussions/meeting area shared by the patrons, it can be located in vicinity of Public Service Desk or Staff Workstation, to enable its use without direct staff supervision.

ADJACENT:

Public Entrance & Lobby

CLOSE:

Storage Room
Multipurpose Room
Reference Desk

PROXIMITY:

Custodial Sink & Supply Closet
Public Rest Rooms

Flexibility

It is not anticipated that this room would change purpose or require expansion. It may serve for varied uses including group discussion/meeting and should be flexible in that respect.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Access

The Conference/Multipurpose Room will be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60", wide then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.



A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Portable assistive listening technology may be substituted for the required permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system may be required to provide an appropriate environment for meetings, conferences, and small programs.

HVAC

The HVAC system for this room will be part of the system that serves the Public Multipurpose Rooms Division, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 35 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location. This can be within the conference room table or a recessed floor box.

Provide one standard duplex communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counter or 15" above the finished floor at a table location to support a phone and supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Conference/Multipurpose Room.

Optional, quad video conferencing outlet (four voice) co-located with associated power at the video conferencing or future/potential video conferencing location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.



Audio - Visual

Presentation of videotape or DVD material in the Conference/Multipurpose Rooms may be accomplished using installed or portable televisions. To project computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the conference room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Conference/Multipurpose Room.

Security

This area may not have assigned staff unless it is used for specific conference/meeting activity. It is recommended that this area should be within sight lines of Public Service Desk and/or Staff workstation to enable its use without direct supervision. The Conference/Multipurpose Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Conference Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Conference Room At conference table - 26"w x 28"d	10	0	0
Chair, Conference Room Against wall - 26"w x 28"d	10	12	120
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	1	0	0
DVD Player 17"w x 13"d x 5"h	1	0	0
Electronic Smart Board white board computer and touch controlled	1	0	0
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Speaker, Portable W/ Microphone Portable public address system	1	0	0
Table, Conference Staff (10 to 14) - 144"w x 54"d x 29"h	1	260	260



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Uninterruptible Power Supply (UPS), Single Device Desktop or Rack-mounted	2	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0
White Board 4' x 10' – erasable marker board	1	0	0



Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The Group Study Room should be located in the public area where it is highly visible to staff at the nearby service desk or workroom. Ideally, the room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER'S SEATS: 8-12 (group study)

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from a service desk and/or staff workstation.

CLOSE:

Staff Workstation or Public Service Desk

PROXIMITY:

Homework Center
Computer Center
Group Study Room

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs may become more critical, so design should allow for flexibility. Flexibility to combine study rooms to accommodate a larger group or further divide the room to enable quiet tutoring should be considered in the design of the space.

Fenestration

Windows would enhance the room but natural light is not required. Interior windows that can enhance supervision and provide sight lines from public service desks or staff workstations is highly recommended. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations. Computer Screens and workstations should be placed at right angles to any windows in the Homework Center that may cause glare.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

NOTE: This room/area is located in the historic building. The ceiling, walls and floor should be outfitted to restore historic finish, wherever possible.



Access

The Room must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in these rooms, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 35 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.



Audio - Visual

The Study Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study Room must be easily supervised by staff at the nearest Public Service Desk or at the Staff/Volunteer's Counter in the vicinity. Sight lines to the room, which should have a glass wall and glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Group Study Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study At table or counter - 21"w x 21"d	12	0	0
Electronic Smart Board white board computer and touch controlled	1	0	0
Table, Group Study 54" Diameter x 29"h (4 to 6 Person)	2	135	270
Waste Basket 13"w x 15"d x 15"h	1	0	0



Functional Activity

This space will serve as a quiet study room. It may also serve as a small group meeting room, a literacy tutoring space, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The Group Study Room should be located in the public area where it is highly visible to staff at the nearby service desk or workroom. Ideally, the room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

Occupancy

READER'S SEATS: 8-12 (group study)

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from a service desk and/or staff workstation.

CLOSE:

Staff Workstation or Public Service Desk

PROXIMITY:

Homework Center
Computer Center
Group Study Room

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs may become more critical, so design should allow for flexibility. Flexibility to combine study rooms to accommodate a larger group or further divide the room to enable quiet tutoring should be considered in the design of the space.

Fenestration

Windows would enhance the room but natural light is not required. Interior windows that can enhance supervision and provide sight lines from public service desks or staff workstations is highly recommended. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations. Computer Screens and workstations should be placed at right angles to any windows in the Homework Center that may cause glare.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

NOTE: This room/area is located in the historic building. The ceiling, walls and floor should be outfitted to restore historic finish, wherever possible.



Access

The Room must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in these rooms, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 35 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.



Audio - Visual

The Study Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

The Study Room must be easily supervised by staff at the nearest Public Service Desk or at the Staff/Volunteer's Counter in the vicinity. Sight lines to the room, which should have a glass wall and glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

Signage

Required signage includes a permanent room identification sign ("Group Study Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study	12	0	0
At table or counter - 21"w x 21"d			
Table, Group Study	2	135	270
54" Diameter x 29"h (4 to 6 Person)			



Functional Activity

The Group Study Room will provide seating and study space for continuing education, literacy tutoring, or Internet training. The room will allow multiple arrangements ranging from lectures and conferences to training layouts.

Occupancy

TECHNOLOGY WORKSTATIONS: 40

This area will be located adjacent to or in close proximity of the storage so that its furniture and equipment organization can be flexible to accommodate multiple activities.

Relationships

The Group Study Room should be easily accessible from the Public Entrance and Lobby. The group study should ideally be located adjacent to the other study rooms and reading area in the building and readily accessible to the Public Rest Rooms.

ADJACENT:

Public Entrance & Lobby
Computer Center

CLOSE:

Homework Center
Public Rest Rooms

PROXIMITY:

Storage Room

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

NOTE: This room/area is located in the historic building. The ceiling, walls and floor should be outfitted to restore historic finish, wherever possible.

Access

The Room must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross



aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Portable assistive listening technology may be substituted for the required permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system may be required to provide an appropriate environment for performances or presentations

HVAC

The HVAC system for this room will be part of the system that serves the Public Multipurpose Rooms Division, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 35 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location (s). This can be within the lectern or instructor's station, wall-mounted, or located in a recessed floor box.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on the wall 6" above any perimeter counter or 15" above the finished floor at locations that will support computer terminals, phones, or supplemental networked



equipment. At a minimum, provide one duplex outlet every ten feet on all walls in the Room.

Optionally, the Room may be used for computer training or distance learning either at the opening of the library or in the future. For a new construction project, at a minimum, the conduit/floor box or under-floor duct system should be installed to support future communications cabling. To provide network connectivity within this room for opening day, provide one single data drop per seat. This drop can be either terminated on the wall in a standard wall plate or can be installed in the floor. Associated power will be required consisting of one duplex power receptacle for every single data drop (jack) provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio - Visual

Presentation of videotape or DVD material in the rooms may be accomplished using installed or portable televisions. For projection of computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Projection is recommended over monitors in rooms seating more than 12 people. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room.

For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Group Study Room.

If the Group Study will be used to videotape events and presentations, or where it will be used for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects.

Control panels enabling operation of audio-visual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens.



Security

This area will have assigned staff who are charged with its supervision during specific programs. On all other occasions activity in this room will be monitored by the nearest Public Service Desk or Staff Workstation.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby and Circulation Desk. This directional sign ("Group Study Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

A Permanent room identification sign ("Group Study Room") wall-mounted on the latch side of the doors at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Reader's 21"w x 21"d	40	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	1	0	0
DVD Player 17"w x 13"d x 5"h	1	0	0
Electronic Smart Board white board computer and touch controlled	1	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Speaker, Portable W/ Microphone Portable public address system	1	0	0
Table, Technology 30"w x 24"d (1 person) sit down w/power & data management	40	20	800
Uninterruptible Power Supply (UPS), Single Device Desktop or Rack-mounted	2	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0
White Board 4' x 10' - erasable marker board	1	0	0



Functional Activity

This space will serve all ages from elementary school through high school. There will be 12 technology stations dedicated to educational software in Spanish and English, word processing and use of homework website such as Electric Library. There will be 64 seats consisting of 4-person group study tables. According to a convenient day and week schedule determined by the library, this space will serve children of all ages for homework projects and arts and crafts session. Tables shall be large enough to spread out poster paper or drawing maps etc. Volunteer members can be available to assist students in the afternoons, sundays and evenings. A wall space will be dedicated to "Great Work" to showcase papers, reports of projects and other student work.

Occupancy

READER'S SEATS: 64 (group study)
TECHNOLOGY STATIONS: 12

Relationships

The Homework Center should be located on the first floor close to the Children's Section entrance but separate from it. It should be in proximity of the Computer Center and other group study/quiet study rooms.

ADJACENT:

Children's Section Entrance (Interior)

CLOSE:

Computer Center
Group Study Room
Family Restrooms

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

Fenestration

Windows would enhance the room but natural light is not required. Interior windows that can enhance supervision and provide sight lines from public service desks or staff workstations is highly recommended. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations. Computer Screens and workstations should be placed at right angles to any windows in the Homework Center that may cause glare.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive, slip and trip resistant, low maintenance and should reduce sound transmission as much as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

NOTE: This room/area is located in the historic building. The ceiling, walls and floor should be outfitted to restore historic finish, wherever possible.



Access

The Homework Center must be accessible by means of a 42" minimum aisle. The accessible aisle requirement is increased in increments of 1 ½" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

One accessible reader table will be available in the Homework Center and additional seating will be available in the library. One accessible technology workstation will be available in the Homework Center.

Portable assistive listening technology may be substituted for the required permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail. Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system may be required to provide an appropriate environment for performances or presentations.

HVAC

The HVAC system for this room will be part of the system that serves the Public Multipurpose Rooms Division, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 35 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location (s). This can be within the lectern or



instructor's station, wall-mounted, or located in a recessed floor box.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on the wall 6" above any perimeter counter or 15" above the finished floor at locations that will support computer terminals, phones, or supplemental networked equipment. At a minimum, provide one duplex outlet every ten feet on all walls in the room.

Optionally, the Homework Center may be used for computer training or distance learning either at the opening of the library or in the future. For a new construction project, at a minimum, the conduit/floor box or under-floor duct system should be installed to support future communications cabling. To provide network connectivity within this room for opening day, provide one single data drop per seat. This drop can be either terminated on the wall in a standard wall plate or can be installed in the floor. Associated power will be required consisting of one duplex power receptacle for every single data drop (jack) provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio - Visual

Presentation of videotape or DVD material in rooms may be accomplished using installed or portable televisions. For projection of computer images (e.g., PowerPoint), portable or installed projection equipment is recommended since standard televisions are not capable of displaying computer images without the use of special electronics that greatly degrades the quality of the image.

Projection is recommended over monitors in rooms seating more than 12 people. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room. For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the room. If speakers are installed in the room, appropriate sound amplification will be required. Images may be displayed onto a projection screen that may be motorized or manually operated. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Homework Center

Control panels enabling operation of audio-visual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens.

Security

This area will have assigned staff who are charged with its supervision during specific programs and homework activities. On all other occasions activity in this room will be monitored by the nearest public service desk



Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby and Circulation Desk. This directional sign ("Homework Center") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

A Permanent room identification sign ("Homework Center") wall-mounted on the latch side of the doors at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Reader's 21"w x 21"d	64	0	0
Chair, Technology Workstation 21"w x 21"d	14	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	1	0	0
DVD Player 17"w x 13"d x 5"h	1	0	0
Electronic Smart Board white board computer and touch controlled	1	0	0
Projection Screen, Motorized Ceiling Front projection	1	0	0
Projector, Ceiling Mounted 17"w x 16"d x 7"h - AV & computer, LCD to DLP	1	0	0
Speaker, Portable W/ Microphone Portable public address system	1	0	0
Table, Accessible - Adjustable Height (Electrical) 48"w x 30"d x 22" - 50"h (1 Person) dual surface	1	40	40
Table, Readers 60"w x 36"d x 29"h (4 persons)	16	80	1,280
Table, Technology 30"w x 24"d (1 person) sit down w/power & data management	10	20	200
Technology Carrel, Adjustable (Electrical) Height 48"w x 30"d x 22"-59"h (1Person) w/power & data management	1	40	40
Uninterruptible Power Supply (UPS), Single Device Desktop or Rack-mounted	2	0	0
Video Cassette Player/Recorder 16"w x 11"d x 4"h	1	0	0



Functional Activity

The Multipurpose Room (150 person) will provide flexible audience seating for 150, stage seating and will be available for musical and theatrical productions, library programs, large community meetings, public forums, continuing education, etc. A level (flat) floor will allow flexibility to provide arrangements ranging from lectures to conferences; a raked (sloped) floor will offer superior viewing and acoustical properties, but little flexibility. A sloped floor would be furnished with fixed auditorium style seating.

Occupancy

CAPACITY: 150

Technology Tables, Group Activity Tables and other equipment for specific programs and activities will be stored in the adjacent storage area for convenient use when required.

Relationships

The Multipurpose Room (150 person) must be adjacent to the Lobby and the Storage Room and close to the Public Rest Rooms, Conference Room, Activity Room and Kitchenette. The entrance doors to the Room (150 person) should be at the rear of the room so late arrivals will not disturb programs already in progress.

ADJACENT:

Storage Room (Multipurpose + Children's Activity)
Public Entrance & Lobby

CLOSE:

Conference Room
Kitchenette
Activity Room
Public Rest Rooms

PROXIMITY:

Custodial Sink & Supply Closet

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building. While it is desirable to be able to divide this space into more than one room to maximize its use, this is not a requirement.

Fenestration

Natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

Since this area will host many community leaders and its success will partly depend on its perceived beauty, it must appeal to a broad range of people as a high-quality space. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Plaster, Acoustical tile or combination

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or fabric wall covering w/ acoustical panels for sound absorption.

FLOOR:

Wood; Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

NOTE: This room/area is located in the historic building. The ceiling, walls and floor should be outfitted to restore historic finish, wherever possible.



Access

Entrances must meet all accessibility requirements including those for width of entry, threshold, slope of floor, and ramping if required. The number of wheelchair accessible locations required is based on the number of seats, with a minimum of four in facilities seating from 51 to 300, and with at least one fixed companion seat next to each location.

Access to wheelchair locations shall be from the primary entrance or main lobby and each location must adjoin an egress aisle on at least one side. They must be connected to any performing spaces by an accessible route. Wheelchair locations will be sized appropriately with a minimum length of 60" for side access and 48" length for a forward or rear access. Spaces shall be no less than 33" wide with 66" available for seating spaces in series. In addition, at least one percent of all fixed seats will be aisle seats with no armrest (or removable arm rest) on the aisle side.

Permanently installed assistive listening technology is required in fixed seat auditoriums which seat more than 50 persons or which have a sound amplification system. A minimum of four percent of the seats, and not less than two, shall be provided with receivers. Portable assistive listening technology may be substituted for the required permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The portable system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

Acoustical consideration should be given to enhancing performances, both instrumental and vocal, while keeping sound inside and isolated from rest of the building. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles. A white noise or sound masking system may be required to provide an appropriate environment for performance, instruction or presentation.

HVAC

The HVAC system for this room will be part of the system that serves the Public Multipurpose Room Division, which may be open when other parts of the library are not, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 20 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the room.

Illumination

Light levels of 50 foot candles at table top are preferred, but at least 35 to 40 foot candles must be maintained. All lighting must be able to be controlled at each entrance, and at each potential stage location. The general area lights may be controlled with regular toggle switches, but there should also be some lighting which is dimmable so that the lamps may be dimmed down or up at the beginning and end of programs which require complete darkness. It is usually best to provide these dimmable lights as wall washers around the perimeter of the room so they can also be used to highlight artwork displayed on the walls. There should be some modest dimmable spot lighting that will allow flexible highlighting of the different stage areas for speakers and/or performances.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with



associated power, mounted at 15" above the finished floor, located at a minimum on the two side walls of the stage towards the front, to accommodate presentation positions from either side; and one standard quad communications outlet (two voice and two data) co-located with associated power at the primary control booth. The mounting location of this outlet should be 6" above the counter at the control area. If the audio-visual equipment (video projection) control equipment is located in a rack on a different wall, one additional standard quad communications outlet (two voice and two data) will be required, mounted at 15" above the finished floor, next to the equipment rack.

If there is a secondary control area within the room, one standard quad communications outlet (two voice and two data) will be required. The outlets should be mounted at 15" above the finished floor if the secondary control position is adjacent to a wall; otherwise locate the outlets in a floor box at the secondary control location.

Optionally, the room may be used for computer training either from the opening of the library or in the future. For a new construction project, at a minimum, the conduit/floor box or under-floor duct system should be installed to support future communications cabling. To provide network connectivity within this room for day one, provide one single data drop per seat. This drop can be either terminated on the wall in a standard wall plate or can be installed in the floor. Associated power will be required consisting of one duplex power receptacle for every single data drop (jack) provided.

Audio - Visual

The room should support electronic voice reinforcement (including assistive listening for hearing impaired). Microphones may be wired or wireless. Connections for wired microphones should be provided at regular intervals in the stage floor. Wireless microphones may be used anywhere on the stage. Use of wireless microphones within the audience area will require critical positioning of the loudspeakers and the addition of signal processing electronics to avoid feedback within the system. Loudspeakers may be installed flush in the ceiling above the audience.

The presentation of video and computer (e.g., PowerPoint) images in the auditorium will require use of a large screen projection system. Monitors will not provide large enough images for the entire audience to resolve the images on the screen(s).

Projection equipment may be portable or installed. An installed projector may be mounted on the ceiling above the audience or may be installed in an isolated projection booth at the rear of the room. Lens requirements will vary depending on the placement of the projector and the size of the screen. Sound from video and computer sources may be reproduced through the same sound system as is used for voice reinforcement. Images may be projected onto a general-purpose projection screen at the stage. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room. A motorized roll-up screen is advised. Controls should be provided from a wall switch at the stage if not included in an integrated remote control panel at the presenter's location.

For a more fully integrated presentation environment allowing unobstructed presentation, in a fully lighted room with no noise generated by projection equipment, a rear screen projection system is recommended. This framed, translucent "window" installed in the front wall of a room requires up to eight feet of clear space behind the projection surface. Rear screen projection will be considerably more expensive and require a great deal more space than a ceiling mounted front projection screen.

If the room will be used to videotape events and presentations or for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera



subjects.

Although it is becoming increasingly less common, 16mm film projection capability may be required. Use of portable film projection equipment is advised. Connections should be provided in the floor for power and sound distribution to the room speakers. The general-purpose projection screen should be sized and positioned to allow use for film presentation as well as video.

Installed audiovisual systems will require a complement of signal source decks, processing electronics and distribution equipment (e.g., tape decks, amplifiers, etc.) that must be housed locally in the room or in a dedicated equipment room/closet. There will be a point where the amount of installed audiovisual equipment becomes extensive enough that it will become necessary to provide integrated system controls in order to make the equipment operable by anyone who is not a trained technician.

Control panels enabling operation of audio-visual system functions from a single push-button or touch screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens.

Security

This area will have assigned staff who are charged with its supervision. The Multipurpose Room (150 person) requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes major area identification signs over all entrance doors, which can be seen from the Library Entrance. These directional signs ("Multipurpose Room") must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include fire and life safety lighted exit signs, restriction signs (e.g., "No Cell Phones" or "No Food or Drink"), occupancy load limitation signs, changeable and permanent information signs (e.g., "Pay Telephones Available in the Lobby") and donor recognition plaques.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Audio Amplifier 19"w x 16"d x 7"h	1	0	0
Audio Cassette Tape Player/Recorder 19"w x 14"d x 6"h	1	0	0
Audio Pre-Amplifier 19"w x 11"d x 4"h	1	0	0
Audio Receiver 18"w x 16"d x 7"h	1	0	0
AV/Technology Equipment Cart, Large	1	15	15



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
32"w x 24"d x 44"h			
CD/Cassette Tape Player	1	0	0
17"w x 10"d x 7"h			
Chair, Meeting Room - Stacking	150	11	1,650
25"w x 21"d			
Clock	1	0	0
Wall-mounted			
Coat & Hat Rack	2	20	40
Computer, Public Desktop	1	0	0
CPU, mouse & keyboard, w/15" flat plasma monitor			
DVD Player	1	0	0
17"w x 13"d x 5"h			
Easel	1	30	30
25"w x 24"d x 60"h			
Electronic Smart Board	1	0	0
white board computer and touch controlled			
Flip Chart With Stand	2	30	60
28"w x 24"d x 70"h			
Laser Pointer	1	0	0
Lectern (w/ Space For A Portable Computer)	1	60	60
31"w x 29"d w/ microphone, speaker, light & clock			
Projection Screen, Motorized Ceiling	1	0	0
Front projection			
Projector, Ceiling Mounted	1	0	0
17"w x 16"d x 7"h - AV & computer, LCD to DLP			
Projector, Rear-View Screen, Mirror & Projector	1	140	140
60"w x 40"d x 78"h			
Speaker, Portable W/ Microphone	1	0	0
Portable public address system			
Stage, Portable	1	380	380
16"w x 12"d x 12"h w/ ramping			
TV Monitor, 60" Projection HDTV Screen	1	25	25
51"w x 30"d x 61"h			
Uninterruptible Power Supply (UPS), Single Device	4	0	0
Desktop or Rack-mounted			
Video Cassette Player/Recorder	1	0	0
16"w x 11"d x 4"h			
Waste Basket	1	0	0
13"w x 15"d x 15"h			



Functional Activity

This room will be used to store tables and chairs and house audio-visual equipment that will be used in the Public Multipurpose Rooms. Some AV equipment, such as the sound system, may be permanently located in this room and be operated from here.

Relationships

This room must be adjacent to the Multipurpose Room (150 person) and the Activity Room (50 person) and close to Conference/Multipurpose Room so that equipment can be moved back and forth easily. One door might open into the Activity Room and Multipurpose Room. Access to this room should be possible from the Activity Room and the Multipurpose Room without disturbing meetings or programs in any of the other rooms.

ADJACENT:

Multipurpose Room (150 person)
Activity Room (50 person)

CLOSE:

Homework Center
Group Study Room

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Fenestration

No windows required.

Finishes**CEILING:**

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards

FLOOR:

Vinyl tile

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

HVAC

If AV equipment is housed and operated here, heat must not be allowed to build up.

Illumination

Minimal lighting required (35 to 40 foot candles); enough to move tables and chairs, and operate AV equipment. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

If AV distribution equipment is located in this room, the signal must be distributed throughout the Multipurpose and Activity Room(s), Conference Room, and other specified locations in the library. One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Audio - Visual

If AV equipment is operated in this room, signal must be able to be distributed throughout the multipurpose and activity(room)s and conference rooms as needed.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or



magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Audio Teleconferencing System	2	0	0
Audio only - 13"w x 12"d x 2"h			
AV/Technology Equipment Cart, Large	3	15	45
32"w x 24"d x 44"h			
Cabinet, AV Equipment	2	15	30
36"w x 26"d x 60"h, lockable			
CD/Cassette Tape Player	2	0	0
17"w x 10"d x 7"h			
Chair, Meeting Room - Stacking	20	4	80
25"w x 21"d			
Dolly, Chair	10	15	150
2"w x 3'd w/ 10 - 20 chairs stacked			
Dolly, Table	9	15	135
3"w x 2'd w/ 4 tables per dolly			
DVD Player	2	0	0
17"w x 13"d x 5"h			
Laser Pointer	6	0	0
Microphone, Floor	2	0	0
Microphone, Lavalier	2	0	0
Wireless			
Microphone, Table	4	0	0
Projector, Overhead	2	0	0
14"w x 5"d x 19"h			
Projector, Slide	2	0	0
Wireless remote			
Shelving, Industrial	5	15	75
SF 36"w x 24"d x 84"h steel w/ 6 shelves			
Supply Cabinet	1	18	18
36"w x 30"d			
Table, Folding	36	2	72
60"w x 24"d x 29"h			
TV Monitor, 32"	1	0	0
36"w x 24"d x 27"h			
Video Cassette Player/Recorder	1	0	0
16"w x 11"d x 4"h			



Functional Activity

As part of the multipurpose/activity room complex, the Kitchenette will serve as a warm-up kitchen and pantry for light refreshments served at community group meetings, receptions, and training sessions.

Relationships

The Kitchenette should be adjacent to the rear entrance of the Multipurpose and Activity Room(s) so that refreshments can be brought in without disturbing a meeting or program. The Kitchenette should also be adjacent to the Lobby where refreshments will be served. A pass through window might be included, so that light refreshments can be served without having to set up separate tables. The Kitchenette should also be close to the other group study areas and Conference Room.

ADJACENT:

Multipurpose Room (150 person)
Activity Room (50 person)
Public Entrance & Lobby

CLOSE:

Group Study Room
Conference Room

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No exterior windows are required, but a service window to the Multipurpose Room(s) and/or lobby are desirable.

Finishes

The finishes in this space should be light in color and easy to clean. Counters and work surfaces should be a high quality laminate with rounded corners and edges to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints.

CEILING:

Acoustical tile

WALLS:

Vinyl wall covering or paint (Latex gloss or semi-gloss recommended)

FLOOR:

Unglazed ceramic tile, vinyl tile, linoleum, sheet vinyl, or carpet tile

Access

The Kitchenette must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets. It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.



Acoustics

This is a somewhat noisy area, because of occasional conversations between staff. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to keep the sound generated here from disturbing programs and meetings in the Multipurpose Room(s).

HVAC

Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Kitchenette.

Illumination

Overhead lighting in combination with under cabinet task lighting and light colored finishes.

Telecommunications

One wall-mounted voice outlet suitable for a wall-mounted telephone, located near the door.

Security

The door(s) to the Kitchenette and Cabinets inside should be lockable and controlled by staff.

Signage

Required signage includes a permanent room identification sign "Kitchenette" or "Staff Only" wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Restriction signs (e.g., "Please Leave Kitchen Clean") and changeable and permanent information signs should also be included. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Cabinets, Above Counter (Lockable) 1 linear foot x 24"d	12	0	0
Cabinets, Below Counter (Lockable) 1 linear foot x 24"d	12	0	0
Coffee Maker/Urn	2	0	0
Coffee Thermos Stainless steel	2	0	0
Garbage Bin, Interior	1	15	15
Hot Water Urn	2	0	0
Kitchen Unit 52"w x 26"d x 84"h w/ sink, 2 stove top burners & refrigerator	1	25	25
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Recycling Bin	1	15	15
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Trash Compactor 15"w x 24"d x 35"h - in counter	1	10	10
Waste Basket 13"w x 15"d x 15"h	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Workstation, Food Preparation Counter 6'w x 30"d - against wall	1	40	40
Workstation, Food Service Counter 6'w x 30"d w/ 5' behind counter & 3.5' in front	1	65	65



Functional Activity

This space will provide rest rooms for the library patron and people on the second floor and will be located conveniently across the main elevator and staircase lobby. There should be separate rest rooms for men and women.

Relationships

The Public Rest Rooms should be adjacent to the Elevator and Staircase Lobby but should not open directly into the lounge. They should also be easily locatable but should not necessarily directly open into the lobby.

ADJACENT:

Elevator and Staircase Lobby

Flexibility

This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows required.

Finishes

Finishes must be durable, non-slip and low maintenance.

CEILING:

Water resistant gypsum board with chemical resistant latex paint

WALLS:

Glazed ceramic tile or partial tile and water resistant wall board

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

STALLS:

Wall mounted high-density solid plastic and stainless steel

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach



requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications

The staff at the Circulation Desk will supervise the Public Restrooms and should be able to see the entrance to the restrooms. Staff at the Circulation Desk will control access to the restrooms via a remote electronic switch at the desk. All restrooms will be lockable so that they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the restroom

Security

The staff at the Circulation Desk will supervise the Public Restrooms and should be able to see the entrance to the restrooms. Staff at the Reference Desk will control access to the restrooms via a remote electronic switch at the desk. All restrooms will be lockable so that they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the restroom. These rooms will need controlled access after hours to provide restroom facilities to the multipurpose rooms

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Staff", "Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Counter	4	0	0
Counter w/mirror above			
Hand Dryer	4	0	0
12"w x 7"d x 10"h - wall-mounted			



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Men's Room 10' W x 30' L	1	300	300
Mirror, With Shelf Above counter	6	0	0
Paper Towel Dispenser Wall-mounted	6	0	0
Shelf, Parcels 3"W x 12"D , along counter height	4	0	0
Sink 36"w x 24"d - In counter	6	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	6	0	0
Stall Rest room	8	0	0
Urinal	3	0	0
Women's Room 10' W x 30' L	1	300	300

